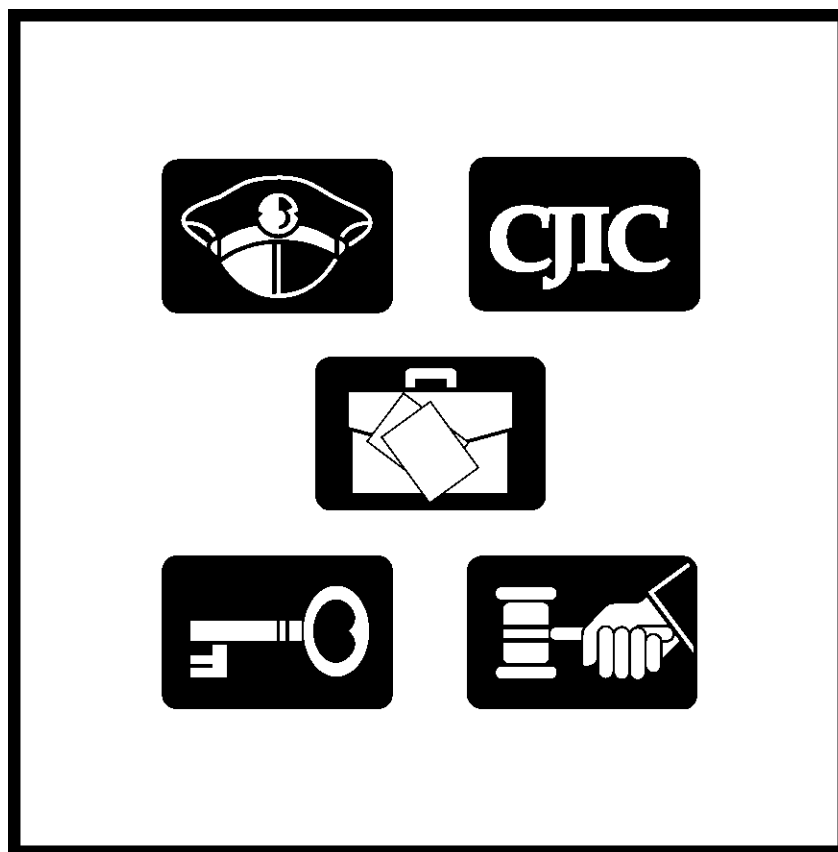


Criminal Records Reporting Manual



CRR 2003



Michigan State Police
Criminal Justice Information Center

MICHIGAN STATE POLICE, CRIMINAL JUSTICE INFORMATION CENTER

*This manual was developed under the authority and sponsorship
of the Michigan State Police, Criminal Justice Information Center*

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(Michigan Disposition Reporting Law)**

**Appendix C MCL 712.11 Section 11 and 18 Chapter XIIA
(Excerpts Concerning Fingerprinting)**

Appendix D Crime Class Codes (Mandatory Codes For CRR Reporting)

**Appendix E Procurement of Criminal Records Reporting Material
(Provides Instruction and Form for securing CRR Material)**

Section 1

Introduction

This handbook is a summary of current procedures, forms, codes, and other documentation used for Criminal Records Reporting (CRR) within the State of Michigan.

1.1 Purpose and Scope of Manual

This handbook is a self-teaching guide for individuals who require orientation to Criminal Records Reporting in a paper environment.

Agencies reporting electronically should refer to the Automated Identification and Record Building Services.

1.2 Michigan's Criminal Justice Network

Michigan's Criminal Justice Information System is a broad network of professionals who create, maintain, extract and update criminal records.



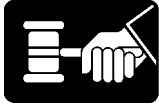
LAW ENFORCEMENT AGENCIES

- 75 State Police Work Sites
- 83 Sheriff Offices
- 480 City, Village and Township Police Departments
- 24 special agencies such as airports and college security departments



PROSECUTING ATTORNEYS

- 83 county Prosecuting Attorneys
- Assistant Prosecuting Attorneys
- Support staff personnel



COURTS

- 57 circuit courts with 181 judges
- 101 district courts with 259 judges
- 6 municipal courts with 6 judges
- Support staff personnel



CORRECTIONS

A statewide system for incarceration, punishment, and rehabilitation covering probation offices, city & county jails, and state prisons.



CRIMINAL JUSTICE INFORMATION CENTER

In addition to the Criminal History Section that handles fingerprints and Criminal History Records, CJIC also includes sections responsible for Firearms Records, Uniform Crime Reporting, Freedom of Information, Crime Analysis, Automated Incident Capture System (AICS), Law Enforcement Information Network (LEIN), Automated Fingerprint Identification System (AFIS), and CJIS Policy.

Section 2

Legislation

Since 1925, a considerable body of legislation covering the penalties for criminal behavior and outlining requirements for handling criminal records has evolved.

2.1 Introduction

In response to an increasing work load and to correct flaws in the CRR system, the Michigan Legislature has made some significant system changes through enactment of legislation dealing with reporting and handling of offenses. This chapter is a brief summary of that legislation and the implications for criminal records reporting.

The goals for CRR 2003 are:

- To clarify reporting procedures;
- To enhance communications between network members;
- To enhance compliance with Michigan's CHR laws.

2.2 1986/87 Legislation

In 1986, Public Acts 231 and 232 which took effect on June 1, 1987 clarified the role of network agencies.

2.2.1 Public Act 231 of 1986

Public Act 231 (MCL 28.241 - 28.247) confirmed the role of the Criminal Justice Information Center (CJIC) of the Department of State Police as the state central repository for the collection and filing of criminal history records. The law further specified that local law enforcement agencies were required to take fingerprints of any individual arrested for a felony or misdemeanor with a maximum penalty exceeding 92 days imprisonment or a fine of \$500 or more. (Public Act 97 of 1989 raised the fine to \$1,000.) Such prints were to be taken upon arrest and forwarded to the Michigan Department of State Police. The Department of State Police is to compare the suspect prints with existing files of fingerprint records and report the results of the file comparison.

Other provisions of Public Act 231 included the requirement for CJIC to notify the Federal Bureau of Investigation of final disposition on all felony arrests, to update criminal records for persons confined in state prisons or correctional facilities, and other related requirements for specified offenses.

2.2.2 Public Act 232 of 1986

Public Act 232 (MCL 764.29 769.1) was companion legislation to P.A. 231 and specified various court procedures covering fingerprints, criminal records, and related procedures. In terms of criminal records reporting, a major stipulation of Public Act 232 was the requirement for the clerk of the court to notify the state repository of dispositions of criminal cases.

2.2.3 System Changes

Public Acts 231 and 232 of 1986 brought about significant changes in the origination and processing of Michigan's criminal records. Here were the significant adjustments made in 1987:

- **Prosecutor as Pivot.** The county prosecutor's office became the key information source for the submission of records to CJIC and for the channeling of information between law enforcement agencies and the courts.
- **Criminal Tracking Number.** A network was created around the Criminal Tracking Number (CTN) that provides a common basis for tracking individual defendants through the arrest, trial, disposition, sentencing, and correction process.
- **PACC Charge Code.** To ensure proper recording of both criminal charges and related court dispositions, the network specified the use of a charge code system employed by the Prosecuting Attorneys Coordinating Council (PACC).
- **SID Notification.** A Technical Advisory Group representing all parts of the network established a notification system whereby CJIC would report the verified State Identification Number (SID) back to the prosecutor and law enforcement agencies and for the Prosecutor to forward the verified SID to the Court.
- **Disposition Reporting.** The State Court Administrative Office developed new court disposition reporting procedures and supporting forms.
- **Statewide Training.** The Technical Advisory Group helped to develop a new reporting system and participated in a statewide training effort to stress the requirement for good fingerprint impressions and for consistent submission of arrest and court disposition reports to the state repository.

2.2.4 1987 Results

Inspection of incoming records and field evaluations of selected agencies indicated a significant improvement in system performance. Some of the more important observations were:

- **Better Arrest Reporting.** There was improved compliance with arrest reporting requirements from law enforcement agencies throughout the State.
- **Improved Record Quality.** The quality and clarity of incoming records was substantially improved over previous submissions.
- **Disposition Reporting.** Prior to 1987, less than half of Michigan felony arrests had corresponding reports of case dispositions. There was a major improvement in this measure.
- **Enhanced System Communications.** While they are not measurable statistics, there was clear indication of greatly improved communications between parts of the Criminal Justice Network and generally better cooperation with CRR procedures.

2.3 1988 Legislation

2.3.1 Public Acts 40 and 72 of 1988

Public Act 40 changed CRR procedures to include reporting of certain juvenile offenses. As of June 1, 1988, juveniles arrested for these offenses were to be fingerprinted and have criminal records created in a manner similar to adult offenders. Fingerprinting and criminal tracking of these juvenile offenses was no longer a matter of individual court option. A further provision of Public Act 72 required court disposition reporting of these selected juvenile offenses in the same manner as adult offenses.

2.3.2 System Changes

Following the 1988 revisions to Michigan's CRR system, administrative personnel for all parts of the network monitored the new procedures. As specified in the new legislation, the Administrative Section of CJIC made field audits to assess the impact of system changes. Here are the major changes in the CRR system that took place in 1988:

- **Revised Arrest Card.** The new RI-7 arrest card was designed for easier double-spaced typing and was separated into sections for handling by the different agencies.
- **Local Models.** Detailed local models were encouraged to identify designated individuals with responsibility for the various CRR procedures.
- **Juvenile Reporting.** Changes were made in how the system handled juvenile arrests and court dispositions for certain serious offenses.

- **Diversion.** Defined procedures were established for the several ways in which criminal cases might be deferred.
- **SID Notification.** Instead of the RI-4 SID Verification form, CJIC reported the results of a Criminal History File check via a new SID Notification Report.
- **SID Check Character.** A single alpha check character was used in all documents communicating SID numbers. The SID itself was unchanged; the alpha check character helped ensure accuracy in transmission.

2.4 1989 Legislation

During 1989, refinements to the system for juvenile record keeping and new interpretations of Public Act 40 that require juvenile offense reporting, made the process more efficient and exact. . See **Section 9** for complete discussion of Juvenile reporting procedures.

Also changes in how misdemeanor reporting is to be handled is a major emphasis of our current training efforts. See **Section 10** for new misdemeanor reporting procedures.

The RI-7 has undergone two revisions since 1988:

- In 1989 to incorporate changes needed for AFIS
- In 1990 to incorporate reporting of the subject's SID, if known

2.5 1991 Legislation

2.5.1 1991 Enhanced Sentencing

In 1991, Driving Under the Influence Laws were revised; which brought modifications to the charging and sentencing mechanisms employed by Michigan's Prosecutors and Adjudicating Courts.

Prosecutors now simply follow the procedures consistent with sentence enhancement, whereby:

- the prosecutor is required to place a notice on the charging document and fingerprint card to indicate that the accused has one or more prior convictions
- and that upon conviction, the adjudicating court, shall assess the defendant, as a repeat offender, with an enhanced sentence

Using this methodology for sentence enhancement, dictates that the fingerprint/arrest card (RI-7) must be completed in such a way as to assure that the charges are entered as a trackable offense on the Criminal History Record. Please refer to **Section 4.9, box 32 & Section 5.4 (Notice of Prior)** for reporting details.

2.6 1993 Legislation

2.6.1 Public Acts 359 & 361 of 1993

Public Acts 359 & 361 of 1993 amended MCL 333.740a(1) to require that courts place sanctions on juveniles adjudicated for drug offenses and report those sanctions to CJIC for inclusion in their Criminal History Record.

See **Section 9.3.7** for instructions concerning reporting.

2.7 1994 Legislation

2.7.1 Public Act 196 of 1994

Public Act 196 of 1994 added car jacking as a reportable Juvenile Offense.

2.8 1996 Legislation

2.8.1 Public Act 259 of 1996

Public Act 259 of 1996 added home invasion; 1st degree, juvenile facility; escape, bank robbery and safe breaking as reportable Juvenile Offenses.

2.9 1999 Legislation

2.9.1 Public Act 77 of 1999

Public Act 77 of 1999 is companion bill to other violations an record keeping requirements related to traffic offenses punishable by over 92 days or \$1,000 fine. The act provides for an exception to fingerprinting requirements of MCL 28.243 if the person is charged solely with violation of driving while license is suspended.

2.10 2001 Legislation

2.10.1 Public Act 187 of 2001 Effective April 1, 2002

PA 187 of 2001 modifies:

- MCL 28.241(H) which is the definition of a reportable juvenile offense. See Section 9 for details.
- MCL 28.243(5) and allows repository retention of low misdemeanor arrest fingerprints. See Section 10 and the AIRBS manual for details.
- MCL 28.243(7) allows for the destruction of fingerprint records with exceptions in subsection (12). See Section 7 for details.

2.10.2 Public Act 188 of 2001 Effective April 1, 2002

This act requires the court to report misdemeanor dispositions when fingerprints have been forwarded to State Police.

2.10.3 Public Act 203 of 2001 Effective October 1, 2002

This act requires fingerprinting and reporting of convictions for criminal contempt violations of personal protection orders.

2.10.4 Public Act 204 of 2001 Effective October 1, 2002

This act requires the court to report disposition and/or order fingerprinting for criminal contempt violations of personal protection orders.

2.11 Other System Modifications

2.11.1 SID Notifications

Since January, 1991, SID notifications are no longer provided unless requested by the user. (SID numbers assigned to arrest prints submitted are available 15 days after submission via LEIN inquiry.)

2.11.2 Live Scan Agencies

Agencies that report electronically must refer to the Automated Identification and Record Building System (AIRBS) Manual for details of the changes.

Use of live scan modifies the criminal records reporting process. This manual supports the manual process of mailing fingerprint cards and dispositions to the state repository.

2.11.3 Summary

Current legislation and refinements to the CRR system make it imperative for all network members to insure that they are up-to-date in their understanding of proper procedures and reporting processes. CRR 2003 will assist in presenting this information in a clear, understandable format.

Section 3

Codes and Reporting Elements

This section defines and explains the more important codes and Criminal Records Reporting elements.

3.1 System Reporting

Each participant of the network uses codes and reporting forms that are specific to their various independent operations. If a particular form, code, or procedure has only internal application, we will not review it here. Instead, we look at those codes and forms that are used to communicate from one part of the network to another.

3.2 Defendant's Name

The name used on all CRR documents is to be the name the defendant originally gave at time of arrest. For a warrant arrest, all CRR documents show the name appearing on the warrant. The court reports the disposition using the name as originally shown on the complaint.

Most CRR documents provide space for noting alternative names in the event the suspect has attempted to establish a different identity.

3.3 Incident Number

This number shall be the unique number assigned by the warrant holding agency to the case for which the defendant has been arrested, charged and fingerprinted. Completion of the incident number block; (E-31 on the RI-7) is mandatory.

3.4 SID – State Identification Number

The State Identification Number (SID) is an 8 to 9 digit number that is assigned by CJIC to track an individual. CJIC assigns a new SID when a suspect's fingerprints are classified for the first time. An individual keeps the same SID for all subsequent lifetime contact with Michigan's criminal justice network.

CRR has been using a trailing alpha check character in all SID documentation since 1988. This check character does not change the SID itself.

The SID number can only properly be used in CRR when verified through fingerprint classification and checked for a match with existing files.

If specifically requested, CJIC will furnish a SID notification which can be used to access an individual's file. However, Law Enforcement agents can also access an individual file by a query to LEIN (Law Enforcement Information Network) using the Name, Race, Sex and Date of Birth (DOB) used at arrest or CTN.

3.5 PACC Charge Code

To ensure that all criminal charges are uniformly identified and reported, the network uses a coding system developed and maintained by the Prosecuting Attorney's Coordinating Council (PACC).

Literal descriptions of crimes are not precise or specific. The term "home invasion" could identify one of several possible crimes such as entering an occupied dwelling or other form of illegal entry. However, the code 750.110A-2 clearly identifies only one crime: "Home Invasion – First Degree."

In starting the RI-7, the arresting agency completes the offense description, but leaves the PACC charge code blank for assignment by the prosecutor's office. Information about PACC charge codes along with other prosecutor policies and procedures are covered in the PACC Warrant Manual. For a listing of PACC codes, see "Bench Guide."

S–C–A Bracket. The PACC charge code can incorporate one of three alpha characters to indicate criminal conspiracy or an attempted offense. The suffix codes are:

- [S] for Solicitation
- [C] for Conspiracy
- [A] for an Attempted criminal act.

For example, the sequence:

750.110A2–[A] is the PACC charge code with suffix for "Attempted Home Invasion – First Degree."

See **Section 5.4** for further discussion of the PACC Charge Code as it relates to specific functions of the prosecutor's office.

❑ Note:

Complete the Notice of Prior box if the defendant has been previously convicted of a similar offense which affectedly doubles the possible pending sentence per **Section 5.4**.

3.6 CTN – Criminal Tracking Number

The Criminal Tracking Number (CTN) is a 12–digit number assigned by the Prosecuting Attorney that links each defendant to a specific case. The CTN appears on all CRR documents and allows the prosecutor and the court to maintain record control through the duration of a case.

Example: 82 02 001234 05

First 2 digits – county of prosecution
(i.e., 82 = Wayne County)

Year issued – next 2 digits
(i.e., 02 = 2002)

Sequence number – next 6 digits
(i.e., 001234)

Suffix or Defendant number – last 2 digits
(i.e., fifth defendant)

- **CTN Suffix.** The 2-digit suffix is intended to track individual defendants in all criminal cases. A single defendant on a warrant is always identified with a suffix of “01.” Jurisdictions which prosecute multiple defendants on a single warrant shall insure that each defendant is assigned a unique suffix commencing at “01” and ascending “2002”, “03” etc. matching the number to individuals charged in the warrant. The suffix must be used for every warrant and all CTNs must consist of 12 digits. (CTNs are all numeric; no alpha characters are allowed.) Remember, care must be taken to insure that the correct 12 digit CTN number and associated name is placed on the defendants arrest card RI-7
- **CTN – Warrant Matching.** Each defendant on each warrant must have a unique CTN. If a defendant is charged on multiple warrants, each warrant must show a separate CTN. This allows consistent tracking of a defendant on each warrant. It may be helpful to assign juveniles CTN numbers with a unique range to distinguish from adult CTNs.

The CTN remains an essential reporting element at all levels of CRR including court dispositions.

3.7 CTN on Misdemeanor

CJIC will continue to accept RI-7's for cases charged as misdemeanors for which the penalty is not greater than 92 days in jail. There need not be a CTN assigned to the RI-7. See **Section 10** for more information on misdemeanor reporting.

3.8 ORI – Originating Agency

All network elements – courts, prosecutors, and law enforcement agencies – have an ORI as a unique identifier. The ORI number is assigned by the Law Enforcement Information Network (LEIN) to identify each criminal justice agency, and all ORIs are found in the LEIN manual. Every CRR document carries the ORI of the agency that started the document. Some documents (the RI-7, for example) also report ORIs for other involved agencies. In the case of the RI-7, it is the responsibility of the Warrant holding/seeking agency to enter all ORI numbers when filling out the card.

3.9 Court Case File Number

This is the number assigned to the case file by the court. It includes a prefix for the last two digits of the year of filing followed by a suffix using a case type code. The court case file number appears on the warrant, and on every court document.

3.10 Disposition Type

The disposition type is indicated by the forms used to report disposition information.

3.11 Disposition Date

On court documents, the recorded date is the date on which the disposition order is signed.

3.12 Sentencing

Disposition reports of convictions specify criminal sentences including:

- Pleas of guilty, nolo contendere, or guilty but mentally ill
- Findings by a judge or jury of guilty, or guilty but mentally ill
- Minimum, maximum or alternative terms of imprisonment in days, months, or years
- Total of fines, costs, and restitution
- Any probationary term in months

3.13 Important CRR Forms

In the manual sections that cover operations for each part of the network, we include specific procedures for starting all of the CRR forms. The key documents originated by various parts of the network are:

- Law Enforcement: the RI-7
- Prosecutor: criminal charging forms
- Courts: disposition reporting, including dismissals

To see how the various parts of the network fit together, it might be helpful for the reader to first skip ahead to **Section 6** to look at the flow charts of CRR procedures. We'll return to these flow charts for a more detailed look at both basic arrest procedures and several variations.

Section 4

Law Enforcement Procedures

Law enforcement agencies normally begin the Criminal Records Reporting process by starting the RI-7 fingerprint card.

4.1 Introduction

Law enforcement agencies, seeking or holding a warrant or juvenile petition for an individual, are responsible to insure that proper prints are taken and that the RI-7 card is properly filled out, including ORI numbers. This holds true even when prints are taken by another agency. Strict adherence to this responsibility is critical if the system is to operate effectively and the Criminal History Record is to be accurate.

❑ Note:

Individuals under the age of 17 years may be brought before the court of jurisdiction under authority of a juvenile petition. For the purposes of this section, instructions that refer to a warrant also apply to the petition process for juveniles.

4.2 Types of Arrests

Law enforcement agencies may start the Criminal Record Reporting process with a warrantless arrest. In a warrantless arrest, a subject is taken into custody following a criminal offense and is fingerprinted prior to the preparation of a warrant.

❑ Important:

It is the responsibility of the law enforcement agency seeking the warrant to insure that proper prints have been taken and all parts of the RI-7 are filled in before transferring the file to the prosecuting attorney's office.

A warrant arrest differs from a warrantless arrest only in that a warrant is issued prior to the arrest.

In both types of arrests, the warrant-holding law enforcement agency is responsible for assuring fingerprints are taken and the RI-7 is started.

4.3 Misdemeanor Arrests

Criminal misdemeanor reporting procedures require arrests having a charge punishable by less than 93 days in jail and/or \$1000 are to be reported at arrest. **Section 10** details misdemeanor reporting procedures.

❑ **Note:**

Misdemeanor reporting in an electronic environment has been expanded. Agencies reporting misdemeanors in a paper environment shall follow the process outlined in **Section 10** of this manual.

4.4 Juvenile Arrests

Public Act 40 of 1988 and Public Act 196 of 1994 mandated changes in arrest and criminal records procedures for juveniles.

(See **Appendix “A”** for full text of **MCL 28.241a (f)**.)

If a juvenile is arrested, the prosecutor is to take the RI-7 to juvenile court. If the court grants a petition, the RI-7 will be sent to CJIC. For more information on juvenile reporting procedures, see **Section 9**.

4.5 Traffic Violations

Most traffic offenses are civil violations that do not come within the scope of criminal records reporting. However, there are categories of traffic arrests for which criminal records reporting procedures apply.

- **Misdemeanors.** Certain first offenses are misdemeanors. CJIC will accept RI-7s for these offenses under the same conditions as all other misdemeanor offenses. For more information and a list of these offenses, see **Section 10.4, Table 10-1**.
- **Second Offenses.** Second offenses for driving under suspension and OUIL are violations that carry penalties of 93 days and/or \$1000. Along with other serious driving offenses, these arrests are to be handled in the same manner as other trackable criminal offenses. See **Section 10.4.1, Table 10-2**. The subject is to be printed and the arrest procedure followed for a warrantless arrest. **Section 5.4** details how to record “NOTICE OF PRIOR CONVICTION” on the RI-7 when reporting a second or subsequent reportable traffic misdemeanor offense as identified in **Table 10-1**.
- **Ordinance Violations.** Ordinance violations use the same procedure as misdemeanors. Information on handling ordinance violations follows in **Section 4.6**.

4.6 Ordinance Violations

When an arrestee is to be charged with violating a municipal ordinance, the criminal charging documents are handled by a city attorney rather than a county prosecutor. For all offenses so charged and regardless of the possible criminal penalties, CJIC will establish or update a criminal record.

When the arrest card is submitted for an ordinance violation, it will not carry a CTN (since CTN's are only assigned by county prosecutors) and the arresting agency should enter "O" for ordinance in the F/M/O box (box number E-30 of the RI-7). See **Section 10.3** for more information about ordinance violations.

4.7 Fingerprinting

As the foundation of Michigan's criminal history record system, fingerprints are the only practical, positive means of identifying an individual. Throughout the history of tracking criminals, such characteristics as names, paper identification, dates of birth, photos, and other distinguishing characteristics have proved unreliable. Fingerprints have become widely established as a foundation for individual identification. As the universally accepted method of identifying an individual with certainty, the 10-print impressions stand alone.

❏ **Note: Palm Printing**

CJIC will file palm prints when submitted, if they are either accompanied by the completed RI-7 or have the prosecutor assigned CTN printed on the palm print card.

Although the fingerprint impressions can be taken by the holding or arresting agent, the warrant seeking/holding agency is responsible for completing the RI-7, or checking that it has been properly filled out.

4.8 Good Fingerprint Impressions

Criminal history records require certainty of fingerprint identification. Without a set of fingerprints to match against the existing file, there can be no additions, modifications, upgrades, or deletions to an existing criminal history record.

Proper fingerprint impressions offer a number of significant benefits:

- **Better AFIS Files.** Michigan has been using an Automated Fingerprint Identification System (AFIS) since 1989. While AFIS contributes computer power to the classification and matching of fingerprints, efficiency of the system still depends upon the quality of fingerprint impressions as the basic record. Poor quality fingerprints entered into AFIS significantly reduce the matching capability, and thus the accuracy of the search results. 10-print identifications and latent print searches may prove to be unsuccessful if poor quality prints are submitted for AFIS searching.
- **Save Time.** A good set of prints allows smooth and efficient handling by AFIS. Poor fingerprint impressions take a longer time to process. The identification process associated with poor quality fingerprints requires excessive manual intervention to perform a search which affects the timeliness for recording the arrest on the Criminal History Record.

- **Better Chance of Matching.** With good impressions, there is a higher likelihood of finding an existing file match. A technician can identify characteristics, and there is also less likelihood of mistakenly creating a new file for a previously arrested individual.

❑ **Note:**

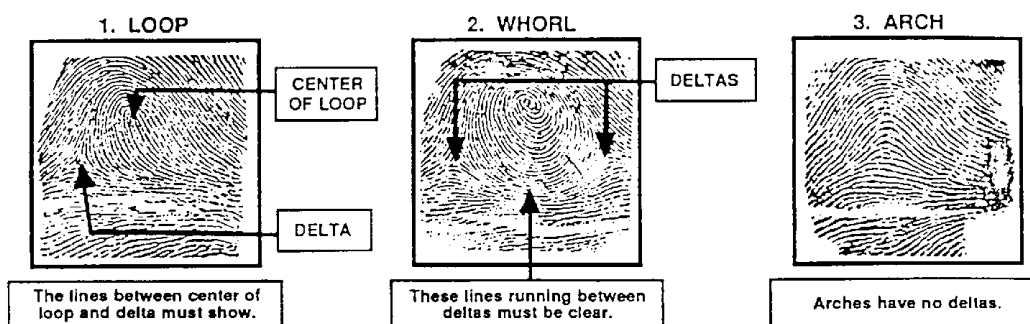
If using Live Scan, care must be taken to avoid the same problems encountered with ink and roller. Using too much or too little pressure will result in the appearance of over- or under-inking.

Remember those agencies who process fingerprint images via “Live Scan” or “Chemical Processing” must insure that the images are processed with the same care as inked impressions.

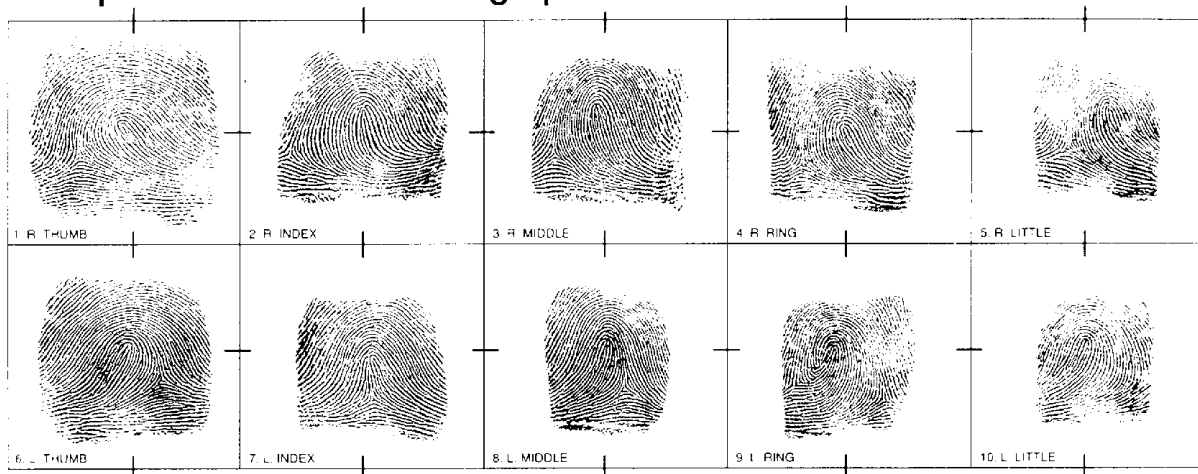
These guidelines help produce clear fingerprints/inked impressions for more details, see the CJIC Fingerprint Manual.

- Use fresh ink.
- Re-ink slab or pad for every subject.
- Re-roll the slab or pad in between different 10-print cards for the same subject.
- If possible, clean hands of the subject before fingerprinting. Dirt can greatly obscure fingerprint impressions.
- For placement and rolling of the fingers, align the cuticle with the horizontal hash marks on the perimeter of the blocks. This assists with centering the patterns in the blocks.
- Roll each finger nail to nail.
- Make sure you obtain an impression of each finger from the tip to the crease of the first joint showing.
- Use even pressure throughout the roll.
- Inspect prints to make sure they are classifiable (see chart on next page).
- If unable to take a complete set of prints due to amputation or other deformity, leave the corresponding finger box empty and make a note in Box 26 on information side of RI-7.
- Do not fold fingerprint card.
- Inspect prints again - to make sure they are classifiable.

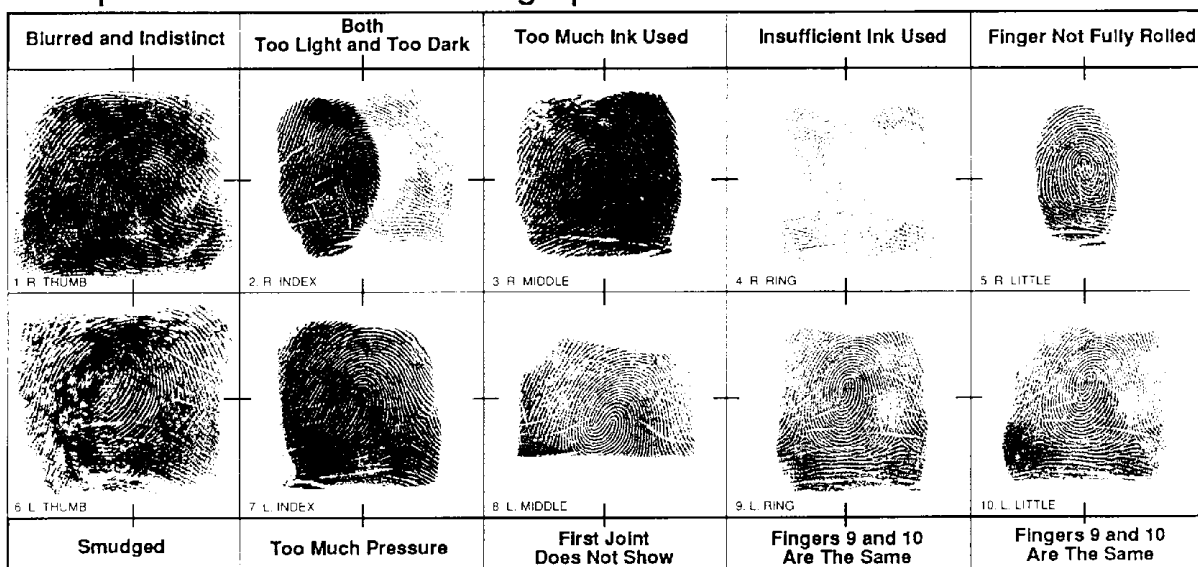
Characteristics Necessary to Classify Fingerprints:



Example of a Good Set of Fingerprints:



Examples of Unclassifiable Fingerprints:



MSP USE ONLY

A	1. NAME (LAST, FIRST, MIDDLE)			
	2. DATE OF BIRTH	3. RACE	4. SEX	

B	5. IMPRESSIONS TAKEN BY	6. BADGE NO.	7. DATE PRINTED	10. SIGNATURE OF PERSON PRINTED (IN OWN WRITING)		
	8. REVIEWED BY	9. AGENCY		11. ADDRESS		
	12. CITY		13. STATE	14. ZIP CODE		

C											
1 R. THUMB		2 R. INDEX		3 R. MIDDLE		4 R. RING		5 R. LITTLE			
6 L. THUMB		7 L. INDEX		8 L. MIDDLE		9 L. RING		10 L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

4.9 RI-7 Arrest Card (Rev. 01/00)

FINGERPRINT SIDE - Areas "A" through "C"

Here are examples and shorthand designations for completing the print side of the RI-7.

Area "A"

1. NAME AT ARREST (LAST, FIRST, MIDDLE)

It's important to spell the names correctly and to obtain the full middle name, if possible. The name recorded in block 1 must match the signature scribed in block 10.

2. DATE OF BIRTH

This must be shown as a six digit number: first two digits are the month, second or middle two digits are the day, last two digits are the last two numbers in the year.

[EXAMPLE: 01-30-70]

3. RACE

Given as:

I - American Indian or Alaskan Native

A - Asian or Pacific Islander

B - Black

W - White

U - Unknown

4. SEX

Given as:

M - Male

F - Female

U - Unknown, Individuals of questionable sex.

MSP USE ONLY

Do not write in this box.

Area "B"

☐ Note:

Boxes 5-9 are to be completed by person taking prints. Boxes 10-14 are to be completed by subject. If the subject refuses to sign, write "refused" in the block.

5. IMPRESSIONS TAKEN BY

This is the signature of the person actually taking the fingerprints of the subject.

6. BADGE NO.

If a sworn officer, include the badge number.

7. DATE PRINTED

Date the subject was actually fingerprinted for the arrest. Use the same format as specified for date-of-birth block A-2.

8. REVIEWED BY

This is the name of the supervisor or person approving quality of print impressions.

9. AGENCY

Name of agency taking impressions.

10. SIGNATURE OF PERSON PRINTED (IN OWN WRITING)

The complete name is entered here by the subject and must match the typed name (Block A-1 = D-15).

11. ADDRESS

Current building number and street address where the subject is residing. The address shown will be the address CJIC will use if prints are to be returned to the subject.

12. CITY

Current city in which the subject resides.

13. STATE

Current state in which the subject resides.

14. ZIP CODE

Corresponding to the address given above.

Area "C"

FINGERPRINT IMPRESSIONS

Individual impressions should match the description given in the box. To insure that good fingerprints are taken follow the instructions outlined in **Section 4.8**.

PLEASE COMPLETE SECTIONS **D** THRU **F** WITH TYPEWRITER ONLY

MSP SCN:

D	15. NAME AT ARREST (LAST, FIRST, MIDDLE)						16. DATE OF BIRTH		50. SID NO.	
	17. RACE	18. SEX	19. HT.	20. WT.	21. HAIR	22. EYES	23. DRIVERS LIC. NO. (STATE)		24. SOCIAL SECURITY NUMBER*	
	25. STATE OR COUNTRY		26. MARKS, SCARS, AMPS, TATTOOS, ETC.			27. ADDITIONAL NAMES (LAST, FIRST, MIDDLE)				
E	28. MOST SERIOUS CHARGE (DESCRIPTION)		29. MODIFIED CCC	30. F/M/O { }	31. INCIDENT NUMBER		32. MOST SERIOUS PACC CHARGE CODE		33. CRIMINAL TRACKING NO.	
							NOTICE OF PRIOR		34. CHARGED	35. NOT CHARGED
									36.	37. JUVENILE
	28. MOST SERIOUS CHARGE (DESCRIPTION)		29. MODIFIED CCC	30. F/M/O { }	31. INCIDENT NUMBER		32. MOST SERIOUS PACC CHARGE CODE		33. CRIMINAL TRACKING NO.	
							NOTICE OF PRIOR		34. CHARGED	35. NOT CHARGED
									36.	37. JUVENILE
	28. MOST SERIOUS CHARGE (DESCRIPTION)		29. MODIFIED CCC	30. F/M/O { }	31. INCIDENT NUMBER		32. MOST SERIOUS PACC CHARGE CODE		33. CRIMINAL TRACKING NO.	
							NOTICE OF PRIOR		34. CHARGED	35. NOT CHARGED
									36.	37. JUVENILE
F	38. WARRANT HOLDING AGENCY			39. DATE OF ARREST	40. PROSECUTING AGENCY			41. COURT OF JURISDICTION / ARRAIGNMENT		
	42. WARRANT HOLDING AGENCY ORI				43. PROSECUTING AGENCY ORI			44. COURT JURISDICTION / ARRAIGNMENT ORI		

RI-7

(1-2000)

IMPORTANT

This card starts State of Michigan procedures for Criminal Records Reporting (CRR). For proper tracking of defendant and to allow proper disposition reporting, prepare both sides of this form carefully and submit according to CRR guidelines.

Michigan State Police
CRIMINAL JUSTICE INFORMATION CENTER
7150 Harris Drive - Secondary Complex
Lansing, MI 48913

AUTHORITY: MCL 28.246, 1986 PA 231
COMPLIANCE: Required
PENALTY: \$100/60 days/removed from office

ARREST

*This information is confidential.
Disclosure of confidential information is
protected by the Federal Privacy Act.

INFORMATION SIDE - Areas D through G**Area "D"****15. NAME AT ARREST (LAST, FIRST, MIDDLE)**

Use same name as entered in Box A-1 on Fingerprint Side and in the signature block.

16. DATE OF BIRTH

Enter as in Box A-2 on Fingerprint Side.

50. SID NO.

When providing a SID, it must be taken from the subject's local prior arrest record for which fingerprints were assigned a State Identification Number (SID).

17. RACE

Enter code as in Box A-3 on Fingerprint Side.

18. SEX

Enter code as in Box A-4 on Fingerprint Side.

19. HT.

Given in feet as one digit and inches as two digits.

[EXAMPLE: 5'10"]

20. WT.

Given in three digits.

[EXAMPLE: 096 or 150]

21. HAIR

Given as:

AUB - AUBURN

BLK - BLACK

BLN - BLOND

BRO - BROWN

GRY - GRAY

GYP - PART GRAY

RED - RED

SDY - SANDY

STR - STRAWBERRY

WHI - White

XXX - Unknown (Bald also entered in scars, marks and tattoos box D-26)

22. EYES

Given as:

BLK - BLACK

BLU - BLUE

BRO - BROWN

GRN - GREEN

HAZ - HAZEL

MAR - MAROON

MUL - MULTI-COLOR

23. DRIVERS LIC. NO. (STATE)

Include the letter prefix or prefixes for the appropriate state.

[EXAMPLE: MI for Michigan]

24. SOCIAL SECURITY NUMBER

Federal social security number given as a nine digit number.

25. STATE OR COUNTRY OF BIRTH

Enter two digit alpha code for the state or country in which the subject was born as provided in the National Crime Information Center (NCIC) Code Manual Part 6.

26. MARKS, SCARS, AMPUTATIONS, TATTOOS, ETC.

Describe any abnormality and give the location as left/right arm, hand, torso, leg, etc. Also to explain missing digits (Amp, Missing at Birth, Broken or Bandaged affecting the fingerprinted images).

27. ADDITIONAL NAMES (LAST, FIRST, MIDDLE)

Other names the subject has used. It's important to spell the names correctly and to obtain the full middle name, if possible. Do not add nicknames or names already appearing on the state Criminal History Record.

Area "E"

Area "E," Items 28 through 37, have three lines to allow for multiple cases [one case per line]. Use the additional lines when entering more than one case. If more than three warrants are to be sought, fill out additional print cards.

28. MOST SERIOUS CHARGE (DESCRIPTION)

Enter the common description of the most serious offense for which the subject was arrested.

29. CRIME CLASS CODE (CCC)

The CCC code is the four digit numerical code available from **Appendix "D"** and shall match the literal description of the "Most Serious Charge Description" entered in Box 28.

30. F/M/O

Given as:

"F" - FELONY

"M" - MISDEMEANOR

"O" - MUNICIPAL ORDINANCE that corresponds substantially to state law.

31. INCIDENT NUMBER

This number shall be the unique number assigned by the warrant holding agency to the case for which the defendant has been arrested, charged and fingerprinted. Completion of the incident number block; (E-31 on the RI-7) is mandatory.

32. MOST SERIOUS PACC CHARGE CODE

The charging prosecutor selects and enters the PACC Code which defines the most serious charge on the authorized warrant or juvenile petition. When necessary the selected PACC Code shall be expanded by adding the appropriate expansion code identified below, as a bracketed prefix to the selected PACC Code.

A - Attempted

C - Conspired

S - Solicited

☐ Note:

The "Notice of Prior" check box in the charge block is marked when the reported charge is punishable by less than 92 days; and if the potential sentence upon conviction is to be taken into conjunction with a prior conviction of a like offense, will make it a reportable offense, (i.e. OUIL 2nd).

33. CRIMINAL TRACKING NO.

This is a 12-digit number, a CTN, assigned by the Prosecuting Attorney to identify the fingerprinted subject as a defendant to a specific warrant. The CTN is the basis for tracking the defendants record through the arrest, trial, and disposition procedures.

☐ Note:

Use of the CTN in each transaction to the state Criminal History Record assures that each updates to the record will be appended to the proper case.

34. CHARGED

The Prosecutor marks this box when the subject is charged for the reported incident. Entries in this block also requires an entry in "CTN," block 33 and "Most Serious PACC Charge Code," block 32.

35. NOT CHARGED

The Prosecutor marks this box when the subject is not charged for the reported incident.

36. BLANK

Reserved for future use.

37. JUVENILE

The Prosecutor marks this box when the subject involved is petitioned as a juvenile. Entries in this block also requires an entry in "CTN," block 33 and "Most Serious PACC Charge Code," block 32.

Area "F"**38. WARRANT HOLDING AGENCY**

This is the name of the warrant holding department. If more than one incident is reported on a single fingerprint card, each incident must originate from the same department.

39. DATE OF ARREST

Provide actual date of arrest for the reported incident(s).

40. PROSECUTING AGENCY

Name of the prosecutors office authorizing the warrant for the reported incident.

41. COURT OF JURISDICTION/ ARRAIGNMENT

Name of first court where the reported incident is heard (District/Probate).

42. WARRANT HOLDING AGENCY ORI

LEIN numeric designator for the warrant holding agency, corresponding to warrant holding agency entered into block 38.

43. PROSECUTING AGENCY ORI

The LEIN numeric designator for the office issuing the warrant, corresponding to the prosecutors office entered in block 40.

44. COURT JURISDICTION/ ARRAIGNMENT ORI

LEIN numerical designator for the court of jurisdiction, corresponding to the Court of Jurisdiction/Arrest entered in block 41.

Area "G"**INFORMATION ONLY**

4.10 Arrest Cards For Submission to CJIC

The State of Michigan is designated as a “Single Source State” by the FBI. This designation and recent technological advances will allow Michigan Contributors to submit all reportable offenses on the Michigan Arrest Card (RI-7).

- **RI-7 Fingerprint Card.** This is the only Michigan Criminal Records Reporting document that shall be used. **Section 4.9** illustrates the latest revision of the RI-7 and instructions for completion.

❏ **Note:**

Only 10/93 or subsequent revisions of the RI-7 card are valid for submission. Earlier revisions should be discarded and new forms requested from the MSP warehouse. RI-7, pre addressed fingerprint envelopes (RI-28) and Palm Print Cards (FSD-24) may be ordered, at no cost, using a machine copy of the attached “Request For State Police Forms” (ADM-31) **Appendix “E.”**

- **FBI Arrest Card.** Completion of a separate FBI card is no longer required. Effective September 1, 2000, CJIC will generate the required FBI report from the submitted State Arrest Card (RI-7) and submit it to the FBI.
- **Palm Prints FSD-24.** State of Michigan Palm Print Cards (FSD-24) may be used by all police agencies in conjunction with the RI-7 arrest cards. Agencies electing to submit the FSD-24 cards to CJIC must do so at the same time that the RI-7 is submitted and have the State Identification Number (SID), if available and CTN affixed to assure proper filing.

4.11 Refusal to Submit

MCL 28.245a defines refusal to submit to fingerprinting as a misdemeanor. With concurrence of the prosecutor, a law enforcement agency may hold a subject in confinement until arraignment at which time the magistrate may order fingerprinting. (See court procedures for form MC 233 "Order for Fingerprints" in **Section 8.6.**)

Criminal records reporting agencies that do not report criminal history information to CJIC will be reported to the State Attorney General per MCL 28.245a.

Section 5

Prosecuting Attorney Procedures

*The Prosecuting Attorney is the pivotal link for
providing complete Criminal Records Information to the State.*

5.1 PAAM and PACC

Prosecuting Attorney offices are represented in the development of Michigan's Criminal Record Reporting system through two bodies: the Prosecuting Attorneys Association of Michigan (PAAM) and the Prosecuting Attorneys Coordinating Council (PACC). PACC is governed by a five member council consisting of the Attorney General of Michigan and four Prosecuting Attorneys. The responsibilities of PACC include the development and assignment of charge codes which are used to define and specify offenses within the entire criminal reporting system which consists of prosecutors, courts and corrections.

The Prosecuting Attorneys Association of Michigan (PAAM) is a non-profit organization comprised of 83 county prosecutors, the Attorney General, and Michigan's U.S. Attorneys. PAAM, through its officers, Board of Directors, and committees represents the Prosecuting Attorneys on such issues as computerized criminal history, automated fingerprint identification system, and in continuing dialogue with courts and police agencies.

5.2 Office Procedures

In addition to the assignment of essential reporting elements, Prosecuting Attorney offices are transfer points of Criminal Records Reporting documents. The following sections cover several important procedures:

- Criminal Tracking Number System
- PACC Charge Codes
- RI-7 Handling
- Warrants and Complaints
- Charge Codes on Dispositions

5.3 Criminal Tracking Number (CTN)

It may be helpful to review **Section 3.6** that describes the CTN and explains the importance of proper assignment of CTN's to reporting documents.

All prosecutors should have an established system for assignment and control of CTN's.

- **Authorized Charges.** For any authorized criminal warrant, the prosecutor assigns a CTN for each defendant. If a prosecutor charges a single defendant on multiple warrants, the prosecutor must assign multiple CTN's, one to each warrant. The revised RI-7 allows up to three warrants, each with a different CTN. If more than three warrants, the warrant holding/seeking agency must provide one or more additional arrest cards.
- **Warrant not Authorized.** If the prosecutor decides not to authorize the charge on a warrantless arrest, no CTN need be assigned. (Also, there is no need to assign a PACC charge code.) Instead, the prosecutor marks "Not Charged" in box E35 on the RI-7 and sends it to CJIC. After a file check, CJIC returns the RI-7 to the subject if there was no previous arrest.

5.4 PACC Charge Code

PACC has attempted to include a charge code for all criminal offenses in the PACC Warrant Manual. If a prosecutor charges a crime not in the Warrant Manual, the prosecutor's office should request a charge code from PACC. PACC will then distribute the new charge language and code number to prosecuting attorneys, the Attorney General's Office, the State Court Administrative Office, and CJIC. In this manner, the system will eventually have a code for all criminal violations.

- **Warrant Manual.** It's important that people who assign PACC charge codes can easily access the current copy of the Warrant Manual. Similarly, the periodic Warrant Manual supplements need to circulate for use in updating the Manual.
- **Bench Guide.** The "Bench Guide" was printed for distribution to courts and prosecutors as a handy reference to PACC Charge Codes. The purpose of the guide was to resolve the problem of getting valid PACC codes placed on final disposition forms.

- **Notice of Prior.** A check box has been added to “The Most Serious PACC Charge Code” box 32 of the RI-7 fingerprint card. This check box is labeled as “Notice of Prior” and is to be completed by the prosecutor only when a defendant has been previously convicted of a similar offense, which effectively doubles or elevates the possible punishment to exceed 92 days sentence upon conviction for the current offense. Checking of this box notifies CJIC that the possible punishment for the current offense when combined with the fact of a previous like conviction may exceed 92 days; thus making it a trackable offense from arrest. Fingerprint cards submitted to CJIC for offenses which are punishable by less than 93 days without this box marked will be returned to the originating prosecutors office for possible correction and resubmission.

5.5 RI-7 Handling

The prosecutor must verify all information on the RI-7 to insure that it is the same information submitted on the request for authorized warrant and fill in the CTN and PACC codes when the card is received from the warrant holding/seeking agency. At that point, all boxes on the RI-7 should be complete. See **Section 4** for more information on the RI-7.

In processing fingerprint cards, the responsible person in the office should check for the following:

- **CTN for each warrant.** Make sure each warrant authorized has been assigned a unique CTN and entered on the RI-7.
- **PACC Charge Code.** Make sure each warrant charge has been coded. If a particular warrant includes more than one offense, place the charge code for the offense with the most severe criminal penalty on the RI-7.
- **Photocopies.** Each warrant file for felonies and misdemeanors punishable by a sentence of 93 days and/or a \$1000 fine must have a copy of both sides of the RI-7 for the arraignment court. If the law enforcement agency made the copies before submission to the prosecutor, make sure that the CTN’s and charge codes have been added to the copies before placement in the court of arraignments file.
- **Quality Check.** Inspect the card for overall quality and accuracy. Do not let an obviously flawed card get any further into the system.
- **Send to CJIC.** Agencies may obtain pre addresses Fingerprint Envelopes (RI-28) from the MSP warehouse by submitting a written order using a machine copy of the ADM-31 provided in **Appendix “E.”**

5.6 Disposition Charge Code

A criminal court action often concludes with the defendant being found guilty of an offense different from that which appears on the warrant and RI-7. Up to this point, all of the CRR documents reflect the most serious PACC charge code assigned by the prosecutor.

To maintain CRR accuracy, court disposition documents must show the revised charge code, “modified.”

To allow for differences between counties – and even between courts within a single county – there is no single statewide procedure for determining how the charge code is to be entered on court disposition forms. Every court needs to establish a procedure with clear individual responsibilities for ensuring accurate disposition charge codes.

CJIC distributes the “Bench Guide” list of valid PACC codes to all courts and prosecutors for the purpose of recording the appropriate charge code on the final disposition. Questionable recording of the final charge should be resolved by the presiding prosecutor.

5.7 Criminal Charging Forms

The prosecuting attorney’s office originates warrants for both misdemeanor and felony charges.

Misdemeanor Complaint/Warrant DC 225

Felony Information/Complaint/Warrant/Return to Circuit Court MC 200

Juvenile Court Petition JC 04

5.7.1 Instructions for Juvenile Petition Applications

1. Assign CTN. PACC recommends that CTN sequence numbers for juveniles have a unique numerical sequence to avoid confusion with adult CTN’s.

[Example: 33–97–900001–01]

2. Coordinate adult and juvenile assignments to insure no duplication CTN.
3. Determine and fill in PACC charge codes.

The prosecuting attorney completes criminal charging forms to file a complaint and/or obtain a petition for a misdemeanor or a felony with the court. In addition, the felony form MC 200 provides for waiver of examination and for binding the defendant over to circuit court.

5.7.2 Instructions for Adult Arrest

1. Complete all elements of the form DC 225 for misdemeanors and MC 200 for felonies.
 - Assign CTN.
 - Determine and fill in PACC charge code including “Notice of Prior” box.
2. For felonies or misdemeanors punishable sentences of 93 days and/or a fine of \$1000, attach photocopy of both sides of RI-7 Arrest Card to:
 - The complaint – if the warrant is issued after the defendant has been fingerprinted.
 - The warrant – upon return of the warrant to the court if the warrant is issued before the defendant is fingerprinted.
3. Submit form to the court

5.7.3 Exceptions to Instructions

The warrant holding/seeking agency is responsible for taking fingerprints or checking that they have been taken. Court should inspect file and verify that copy of fingerprints have been submitted. If fingerprints are not included, the magistrate will order fingerprinting at the time of arraignment.

Approved, SCAO		Original complaint - Court Warrant - Court		2nd Complaint copy - Prosecutor 3rd Complaint copy - Defendant	
STATE OF MICHIGAN JUDICIAL DISTRICT		WARRANT MISDEMEANOR		CASE NO.	
ORI: MI-_____		Court address _____		Court telephone no. _____	
THE PEOPLE OF _____		Defendant's name and address _____		Victim or complainant _____	
<input type="checkbox"/> The State of Michigan		v _____		Complaining witness _____	
Co-defendant(s) _____		Date: On or about _____		_____	
City/Twp./Village _____	County in Michigan _____	Defendant TCN _____	Defendant CTN _____	Defendant SID _____	Defendant DOB _____
Police agency report no. _____	Charge _____	Maximum penalty _____			
Witnesses _____	Defendant DUN _____				
<p>STATE OF MICHIGAN, COUNTY OF _____</p> <p>To any peace officer or court officer authorized to make an arrest: The complaining witness has filed a sworn complaint in this court stating that on the date and the location described, the defendant, contrary to law,</p>					
<p>Upon examination of the complaint, I find probable cause to believe defendant committed the offense set forth. THEREFORE, IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN, I order you to arrest and bring defendant before the court immediately, or the defendant may be released when a cash bond is posted in the amount of \$ _____ for personal appearance before the court.</p> <p>Date _____ (SEAL) Judge/Magistrate Bar no. _____</p> <p>By virtue of this warrant the defendant has been taken into custody as ordered.</p> <p>Date _____ Peace officer _____</p> <p>DC 225 (6/03) WARRANT, MISDEMEANOR</p>					

DC 225

Approved, SCAO		STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY		PETITION Supplemental		CASE NO. PETITION NO.																	
ORI: MI-_____		Court address _____		Court telephone no. _____		_____																	
Police agency report no. _____		CTN _____	TCN _____	SID _____		DUN _____																	
<p>1. In the matter of (name(s), alias(es), date(s) of birth) _____</p> <p>2. The above-named <input type="checkbox"/> minor(s) come(s) within the provisions of MCL 712A.2. <input type="checkbox"/> juvenile has violated probation as follows: Citations and allegations: _____</p> <p><input type="checkbox"/> See attached sheet for further allegations. <input type="checkbox"/> Member of or eligible for membership in American Indian Tribe or Band, state above.</p> <p><input type="checkbox"/> 3. An action within the jurisdiction of the family division of circuit court involving the family or family members of the minor has been previously filed in _____ Court, Case Number _____, was assigned to Judge _____, and <input type="checkbox"/> remains <input type="checkbox"/> is no longer pending.</p> <p><input type="checkbox"/> 4. I designate this case as a case in which the juvenile is to be tried in the same manner as an adult.</p> <p>5. The above-named minor(s) is/are resident(s) of _____ County, and reside(s) in the care and custody of _____</p> <p>6. The names and addresses of the parents, guardians, legal custodians, or nearest known relative are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>HOME PHONE</th> <th>WORK PHONE</th> </tr> </thead> <tbody> <tr> <td>Father Putative <input type="checkbox"/></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Mother _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Guardian/Legal custodian/nearest known relative _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>7. I request the court to: (check either box a or b)</p> <p><input type="checkbox"/> a. review the information and make an appropriate decision.</p> <p><input type="checkbox"/> b. authorize this petition and</p> <p><input type="checkbox"/> 1) issue an order <input type="checkbox"/> detaining the juvenile. <input type="checkbox"/> removing <input type="checkbox"/> the child <input type="checkbox"/> the abuser from the home.</p> <p><input type="checkbox"/> 2) terminate <input type="checkbox"/> mother's parental rights <input type="checkbox"/> father's parental rights.</p> <p><input type="checkbox"/> 3) find the minor in contempt of court for violating a minor personal protection order.</p> <p><input type="checkbox"/> 4) find the juvenile has violated probation and <input type="checkbox"/> notify juvenile to appear for hearing. <input type="checkbox"/> order juvenile apprehended and brought to court for a detention hearing.</p> <p><input type="checkbox"/> 5) designate this case as a case in which the juvenile is to be tried in the same manner as an adult.</p> <p>I declare that the statements in this petition are true to the best of my information, knowledge, and belief.</p> <p>Petitioner's signature _____ Date _____ Agency/Address _____</p> <p>Print or type name _____ City, state, and zip _____ Telephone no. _____</p> <p>8. A preliminary inquiry and/or hearing has been conducted and the filing of this petition <input type="checkbox"/> is <input type="checkbox"/> is not authorized.</p> <p>Date _____ Judge/Referee _____ Bar no. _____</p> <p style="text-align: center;">Do not write below this line - For court use only</p> <p style="text-align: right;">MCL 600.2950h-600.2950m, MCL 712A.2, MCL 712A.3d, MCL 712A.2b, MCL 764.16b, MCR 3.903(A)(19), MCR 3.901, MCR 3.901, MCR 3.903</p> <p>JC 04 (6/03) PETITION</p>								NAME	ADDRESS	HOME PHONE	WORK PHONE	Father Putative <input type="checkbox"/>	_____	_____	_____	Mother _____	_____	_____	_____	Guardian/Legal custodian/nearest known relative _____	_____	_____	_____
NAME	ADDRESS	HOME PHONE	WORK PHONE																				
Father Putative <input type="checkbox"/>	_____	_____	_____																				
Mother _____	_____	_____	_____																				
Guardian/Legal custodian/nearest known relative _____	_____	_____	_____																				

JC 04

Approved, SCAO		Information - Circuit court Original complaint - Court Warrant - Court		Bind over/Transfer - Circuit/Juvenile court Complaint copy - Prosecutor Complaint copy - Defendant/Attorney	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		WARRANT FELONY		CASE NO. DISTRICT CIRCUIT	
District Court ORI: MI-_____		Circuit Court ORI: MI-_____		_____	
THE PEOPLE OF THE STATE OF MICHIGAN		Defendant's name and address _____		Victim or complainant _____	
v _____		Complaining witness _____		_____	
Co-defendant(s) _____		Date: On or about _____		_____	
City/Twp./Village _____	County in Michigan _____	Defendant TCN _____	Defendant CTN _____	Defendant SID _____	Defendant DOB _____
Police agency report no. _____	Charge _____	Maximum penalty _____			
Witnesses _____	Defendant DUN _____				
<p>STATE OF MICHIGAN, COUNTY OF _____</p> <p>To any peace officer or court officer authorized to make arrest: The complaining witness has filed a sworn complaint in this court stating that on the date and the location described, the defendant, contrary to law,</p>					
<p>Upon examination of the complaining witness, I find that the offense charged was committed and that there is probable cause to believe that defendant committed the offense. THEREFORE, IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN, I order you to arrest and bring defendant before the _____ District Court immediately.</p> <p><input type="checkbox"/> The defendant may be released before arraignment if \$ _____ is posted as interim bail by _____ Date _____</p> <p>Date _____ (SEAL) Judge/Magistrate Bar no. _____</p> <p>See return on reverse side.</p> <p>MCL 764.1 et seq., MCL 765.1 et seq., MCL 767.1 et seq., MCR 6.110</p> <p>MC 200 (6/03) FELONY SET, Warrant</p>					

MC 200

Section 6

Forms of Arrest

This section provides summaries of network procedures for various forms of arrest.

6.1 Flow Charts

In this section, we present flow charts of procedures showing how the parts of the network relate in the CRR sequence. We begin with the two forms of “standard” arrests — warrantless and warrant — and then turn to six different variations.

6.2 Standard Arrests

In this section, the term “standard” only means that there are no variations from the most simple sequence of procedures. For both the standard warrantless and the standard warrant arrest we mean:

- no diversion or other exception
- one offense
- one warrant
- one adult defendant
- one charge

6.3 Warrantless Arrest

A warrantless arrest, also known as an “in-custody warrant request,” involves fingerprinting of a suspect in police custody for criminal activity. In a warrantless arrest, the arresting agency is the first point of contact with the criminal suspect. The warrant holding/seeking agent is responsible for fingerprinting the suspect.

Even if the suspect may be held, or printed by another agency (i.e., county jail) the warrant holding/seeking agency is responsible for completing the RI-7.

Figure 6-1, “Warrantless Arrest” shows the flow of CRR procedures.

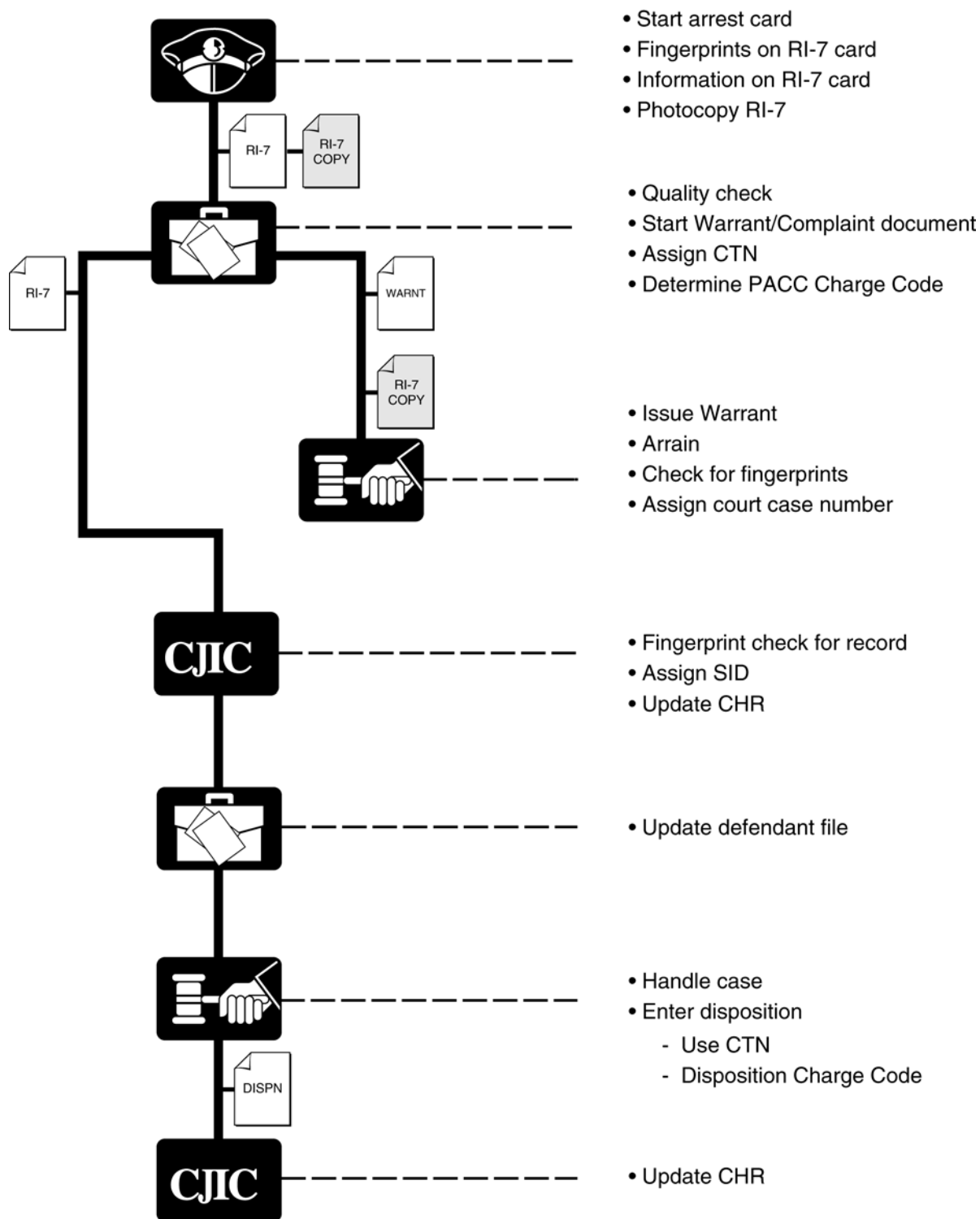


Figure 6-1
Warrantless Arrest

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6.4 Warrant Arrest

A warrant arrest begins with the police obtaining a warrant against a defendant prior to arrest. When the warrant is issued, the police agency is instructed to make the arrest.

In the case of a “defendant-at-large,” the warrant is entered in the Law Enforcement Information Network (LEIN) instructing all police agencies to seek out and detain the suspect. Upon arrest, it is the responsibility of the warrant holding/seeking agency to start the arrest card.

Figure 6-2 “Warrant Arrest” shows the flow of CRR procedures.

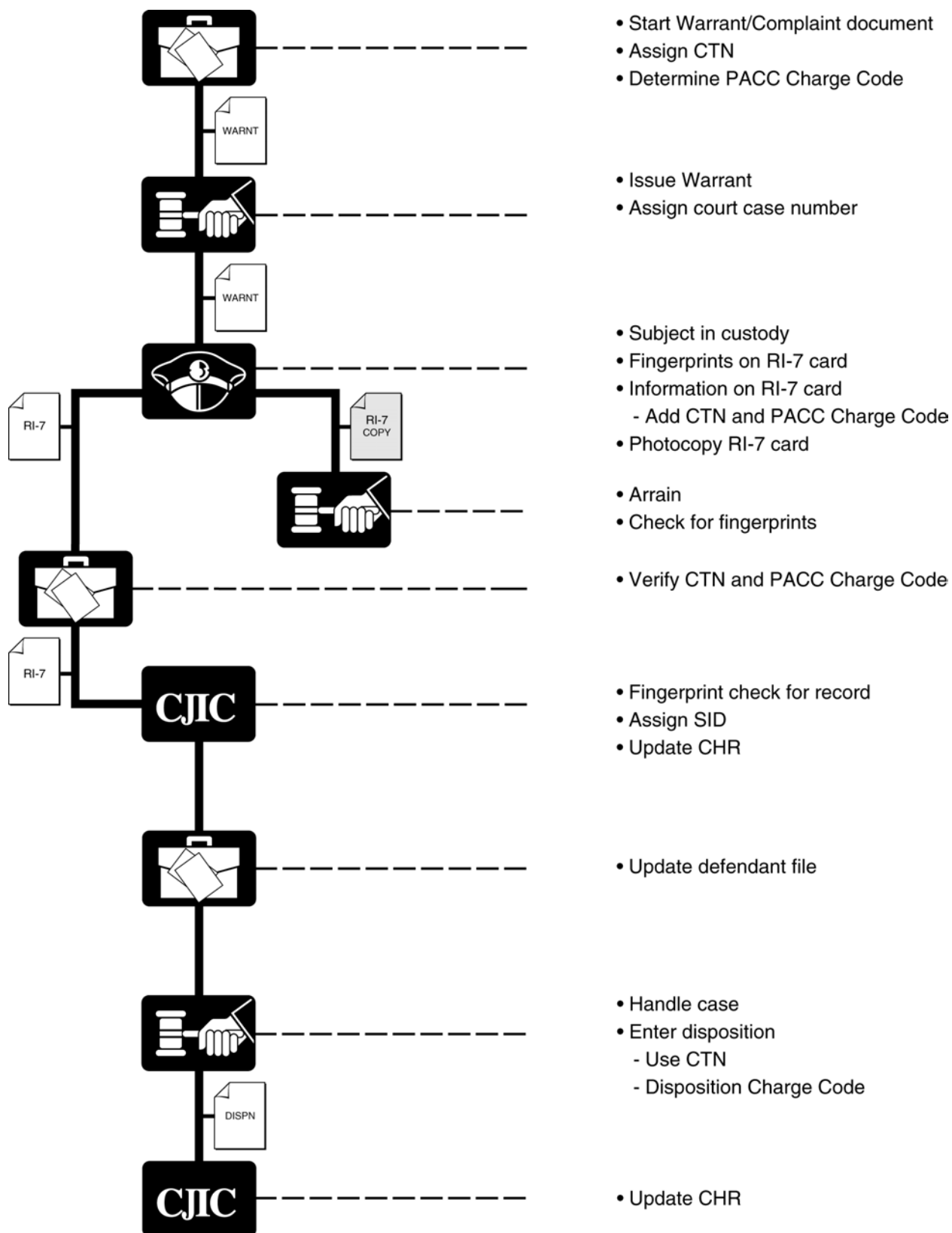


Figure 6-2
Warrant Arrest

6.5 Multiple Subjects

Individual defendants cannot be combined on RI-7's. When a criminal offense involves more than one subject, each subject must have a separate arrest card. The prosecutor must assign a unique CTN for each defendant.

See **Figure 6-3**.

6.6 Multiple Warrants

The RI-7 arrest card allows for three warrants. **Figure 6-4** shows the procedures for starting the CRR sequence when one subject is to be charged on more than one warrant. Note that each defendant on each warrant requires a unique CTN.

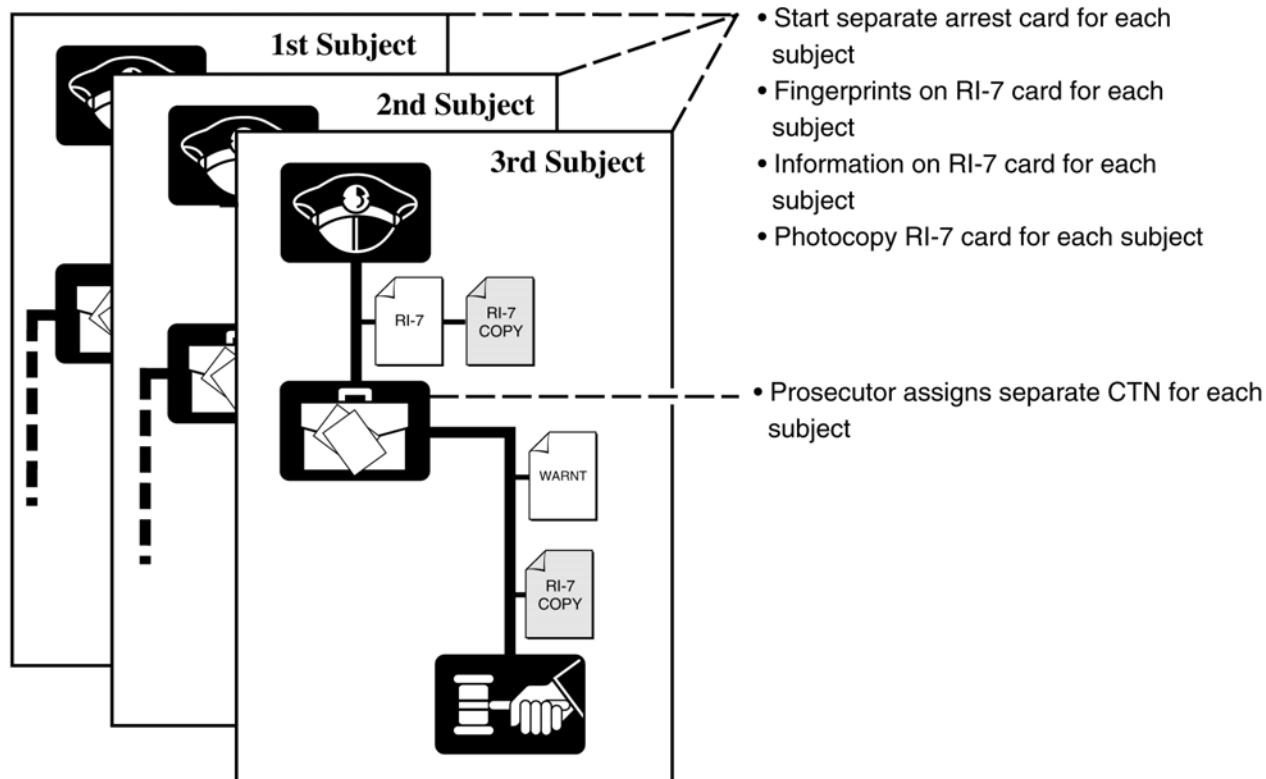


Figure 6-3
Multiple Subjects

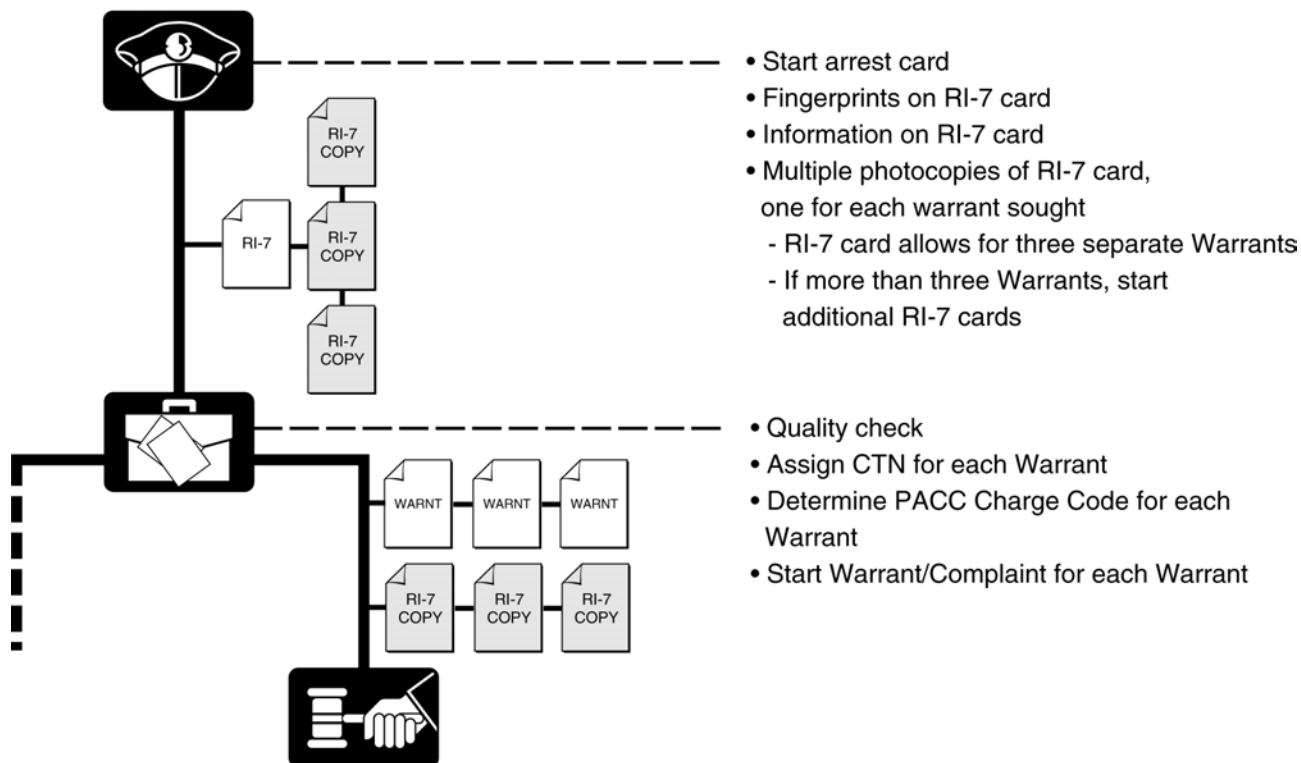


Figure 6-4
One Subject: Multiple Warrants

6.7 Warrant Deferred

A deferred warrant or “Prosecutor’s Diversion” is shown in **Figure 6-5**. The prosecutor halts the CRR sequence by simply not acting on the warrant.

The prosecutor may hold the RI-7 until the diversion is completed. If the diversion is not successful, the cards may be processed as in a warrant arrest. (See **Section 6.4**)

If the diversion is successful, the prosecutor returns the arrest card to the subject.

If the diversion is unsuccessful, the prosecutor forwards warrant package and CRR sequence resumes. (See **Section 6.4**)

6.8 Court Diversion

In terms of how CJIC and the prosecutor handle the case, a Court Diversion is simply considered to be a type of case disposition. (See **Section 6.4**)

For a Court Diversion Program, the Prosecuting Attorney processes the RI-7 as a warrant arrest.

6.9 Subject Released

If a subject is released prior to prosecutor contact, the law enforcement agency is responsible for returning the RI-7’s to the subject upon a decision not to proceed further with the criminal action. (See **Figure 6-6**)

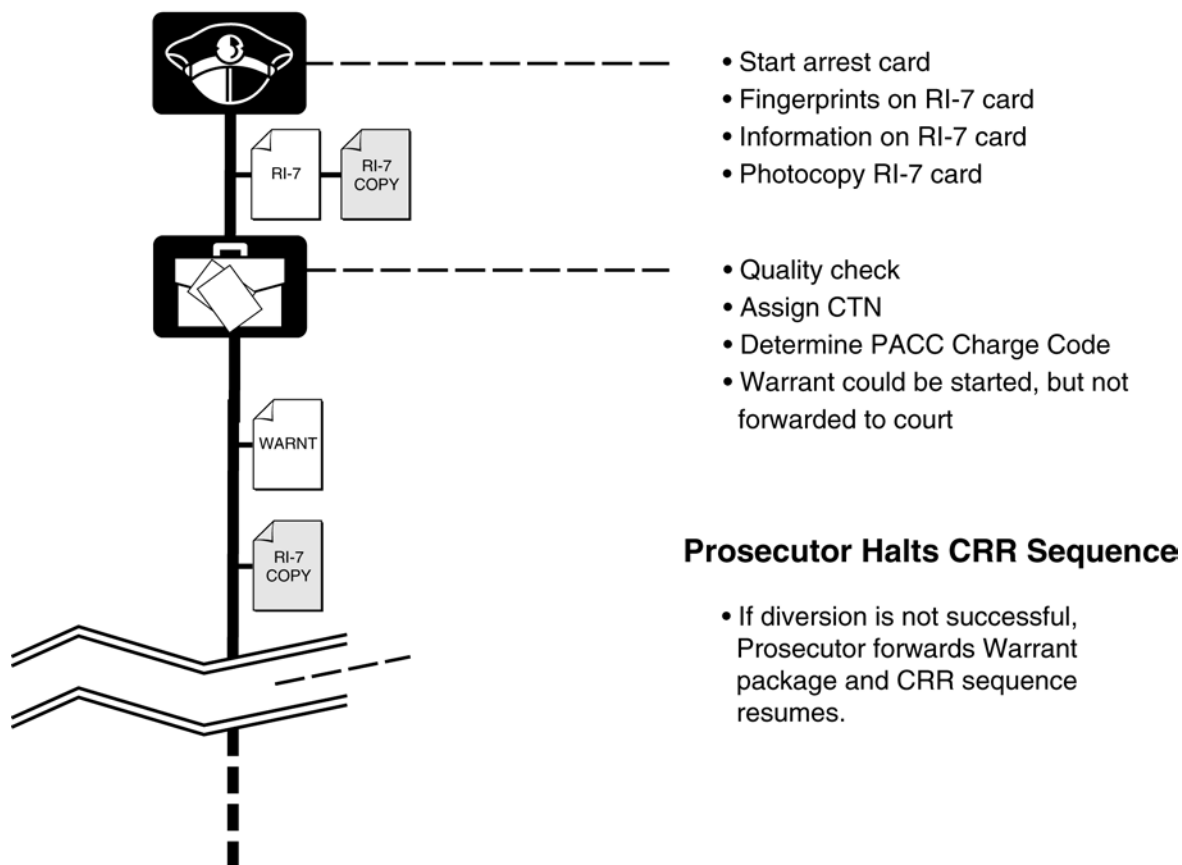


Figure 6-5
Warrant Deferred: "Prosecutor's Diversion"

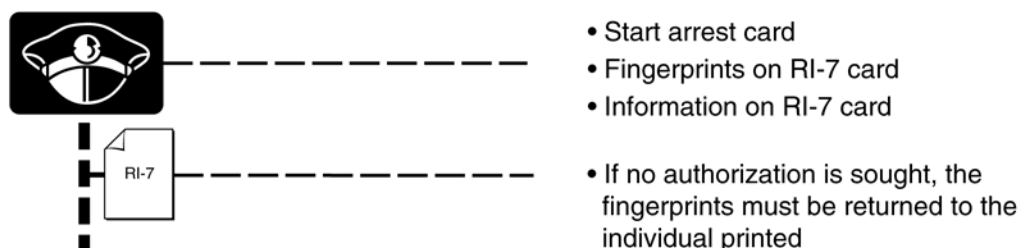


Figure 6-6
Subject Released Prior to Prosecutor Contact:
"Police Diversion" or "Released Because of
Insufficient Information"

6.10 Warrant Not Authorized (A)

This variation occurs when the prosecutor decides not to authorize a warrant. A subject in custody is released. The assignment of a CTN is optional. The prosecutor checks the “Not Charged” Box E35 on the RI-7 and forwards to CJIC. As shown in **Figure 6-7**, CJIC handling of the RI-7 depends upon whether or not the subject has a previous record.

6.11 Warrant Not Authorized (B)

As shown in **Figure 6-8**, this “insufficient information” variation differs from the sequence shown above in that the prosecutor requires more information to support a warrant. If the additional information is obtained, the original RI-7’s and the original CTN, if assigned, may be used to start a warrant. If the action is dropped, the RI-7’s must be returned to the subject.

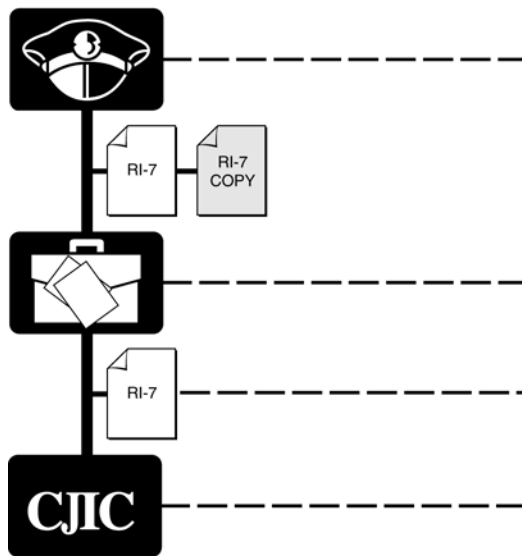


Figure 6-7
Warrant Not Authorized (A)

- Start arrest card
- Fingerprints on RI-7 card
- Information on RI-7 card
- Photocopy RI-7
- Assignment of CTN is optional
- Checks the "Not Charged" Box E35
- RI-7 card forwarded to CJIC
- Check CHR for previous convictions
- If there is a previous conviction, update CHR
- If no previous record, no CHR action and arrest card returned directly to subject

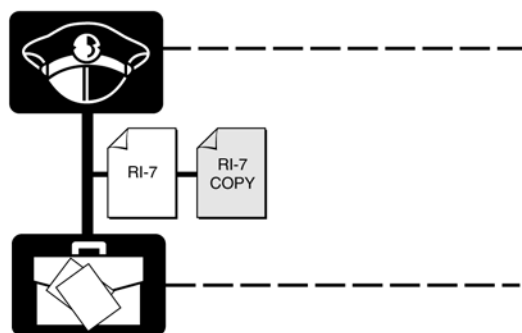


Figure 6-8
Warrant Not Authorized (B)

- Start arrest card
- Fingerprints on RI-7 card
- Information on RI-7 card
- Photocopy RI-7
- Assignment of CTN is optional
- Leave offense block blank
- Card returned to arresting agency
- RI-7 can be re-submitted to Prosecutor with required information
- OR -
- If no authorization is sought, card must be returned to the subject

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Section 7

CJIC Procedures

CJIC establishes the identity of the subject and maintains the Criminal Record.

7.1 Fingerprint Classification

CJIC uses the RI-7 to technically review fingerprints and search for a prior record. See **Section 4.8** for more information on good fingerprint impressions and their importance in establishing identity.

7.2 Error Resolution

CJIC has made provision for revisions, errors, or other corrections in CRR documents.

- **RI-7's.** If an RI-7 is submitted with errors or missing information, critical to complete the process of technical identification and record building, CJIC staff will place a telephone call to the submitting agency to obtain corrected information. If data problems are not able to be resolved via telephone, CJIC staff will highlight the problems on the source documents and return them to the originating agency for resolution and resubmission.

- **Court Dispositions.** Improper or incomplete disposition forms will be returned to the court with the erroneous data highlighted. The court makes the corrections and sends them back to CJIC.
- **Other CHR Information.** The originator of a document is responsible for ensuring the accuracy of Criminal History Records, and only the originator may instruct CJIC to change submitted information. Computerized CHR's are corrected by sending CJIC a LEIN printout with highlighted errors and noted corrections from the originating agency. Other CHR documents are corrected by sending CJIC a copy of the document with the corrections required highlighted.

7.3 Federal Arrest Cards

Effective September 1, 2000, Michigan Law Enforcement Agencies no longer need to submit Federal Arrest Cards. CJIC, acting as the state single source, will generate the necessary FBI documentation from the State Arrest Card (RI-7) during initial processing, add the State Identification Number (SID) and electronically submit the complete and correct document to the FBI.

Section 8

Court Procedures

Michigan's Courts approve warrants to start criminal actions and conclude the CHR sequence by reporting case dispositions.

8.1 Fingerprint Orders

Courts must check that fingerprints have been taken. All of the arrest sequences shown in Section 6 include provision for the prosecutor to forward photocopies of the RI-7 to the court.

If the court file does not show that prints have been taken, the court must order fingerprinting. See instructions for Form MC 233 in **Section 8.6**.

8.2 Criminal Charging Forms

Section 5.7 covered the prosecutor actions in starting the complaint and warrant procedure. For a criminal action to proceed, the court must file these charging forms.

8.3 Case Dispositions

The Clerk of the Court is responsible for reporting the disposition of criminal cases to CJIC.

- **Applicable Offenses.** The procedures discussed here apply specifically to criminal cases originally charged as felonies or misdemeanors punishable by imprisonment of 93 days or a fine of \$1,000. For other misdemeanor reporting policies, see **Section 10**.

- **Reporting Elements.** The CRR codes and reporting elements are covered in **Section 3**.
- **Mail Requirements.** The court should make a practice of mailing all disposition forms that have been tried during the week to CJIC together. "Judicial Disposition Reporting Envelopes" (RI-35) can be ordered by using the "REQUEST FOR STATE POLICE FORMS" (Michigan State Police ADM-31 see **Appendix "E"**).

Mail Order Form To (or fax to (517) 333-2755):

Michigan Department of State Police
714 S. Harrison Rd.
East Lansing, MI 48823

❑ Note:

If a pre addressed envelope, RI-35, is not available please insert the disposition forms into a plain envelope and address it to:

Michigan Department of State Police
Criminal Justice Information Center
7150 Harris Drive
Lansing, Michigan 48913

- **Electronic Reporting** - Specific Methodologies for Electronic Court Disposition Reporting. Currently 45% of the dispositions reported to the state Criminal History Record are reported electronically. CJIC is striving for a paperless criminal records reporting environment and would like more courts to report electronically. To achieve this goal, courts are encouraged to select one of the following options:

1. **LEIN judicial entry formatted screen** for those agencies with terminal access to the Law Enforcement Information Network (LEIN). Courts are directly on-line with the Criminal History Record system and will receive, accept and reject messages to their own LEIN printer.
2. **Extract Software** which reads from a courts own automated system. This system formats a Criminal History Record update transaction and transmits it via a dedicated LEIN communications line between the court's local mainframe and the state mainframe. The court is on-line with the Criminal History Record system and will receive, accept and reject messages at the local mainframe.
3. **Tape or modem submission to SCAO** which meets the State Court Administrative Office (SCAO) format requirements. The transaction for criminal records updates is then extracted by SCAO from the tape data and transmitted directly to the state criminal record while collecting SCAO's data elements. Reject messages are printed and mailed from CJIC. There is no accept message.
4. **Modem or floppy disc submission** from a stand alone personal computer with modem. The operational software is Microsoft Access. CJIC will provide the Microsoft Access data base collection format and instruction for modem transfer to the state. Error resolution will require CJIC staff to contact court staff.

Details on these reporting mechanisms are available by calling the Automated Identification and Record Building Service toll free number:

1-888-322-1956.

8.4 Crime and Charge Code

In cooperation with the prosecutor, the court ensures that the crime and charge codes reported in the disposition are accurate. Each court must establish a procedure for changing the crime and PACC charge codes on court documents if the offense at time of disposition is different than the original charge. Use of the "Bench Guide" described in **Section 5.4** will be helpful in setting up such a procedure.

8.5 Sentence Modifications

MCL 769.16a (1) requires the court to notify CJIC of sentence modifications, or if a new final order or judgment replaces a prior final order or judgment. However, only amend a disposition to reflect a major change (i.e. sentence to prison because of a probation violation, dismissal/acquittal on appeal, etc.). Do not report minor modifications such as extension of probation or sentence to county jail for probation violation, or sentence to jail for failure to pay fines/cost.

The disposition form for sentence modifications must have “AMENDED” written or typed at the top of the form. The original CTN and court file number are used for the modification.

□ Note:

Dispositions on Multiple Charges (Cases). Do not send dismissals on individual charges/cases unless all individual charges/cases reflected on the arraigning criminal warrant are dismissed.

8.6 Disposition Forms

The State Court Administrative Office has approved the following forms for reporting dispositions:

- MC 233 Order for Fingerprints
- MC 229 Petition and Bench Warrant
- MC 220 Recall of Warrant/Order to Apprehend
- MC 219 Judgment of Sentence - Commitment to Jail
- CC 219b Judgment of Sentence - Commitment to Corrections Department
- DC 250 Felony - Register of Actions
- DC 251 Misdemeanor - Register of Actions
- MC 263 Motion/Order of Nolle Prosequi
- MC 262 Order of Acquittal/Dismissal or Remand
- MC 207 Commitment Order - Not Guilty by Reason of Insanity
- MC 242 Assignment to Youthful Trainee Status
- DC 243 Order of Probation - Misdemeanor
- CC 243a Order of Probation - Felony
- MC 245 Petition and Order for Discharge from Probation
- MC 228 Order on Application to Set Aside Conviction
- MC 235 Motion and Order for the Return of Fingerprints, Arrest Cards and Description
- JC 14 Order Of Disposition - Delinquency Proceedings
- JC 25 Order For Disposition Commitment or Referral to Family Independence Agency - Delinquency Proceedings
- CC 236 Order Committing Juvenile to Family Independence Agency

Section 9 covers all Juvenile forms and procedures including JC 14, JC 25 and CC 236 mentioned above. The balance of this section on court procedures covers the CRR reporting elements on these forms along with any special instruction and exceptions.

FINGERPRINTING

Order for Fingerprints MC 233

The court uses the Order for Fingerprints form to order fingerprinting of a defendant who has not yet been fingerprinted by the time of arraignment or petition authorization. Fingerprinting may be ordered only for defendants originally charged with a felony or misdemeanor punishable by imprisonment of 93 days or a fine of \$1,000 (MCL 764.29, MCL 769.1).

Fingerprint orders do not give law enforcement agencies the right to arrest and fingerprint in situations where individuals are not already in custody. Individuals named in fingerprint orders have the right to come to law enforcement on their own. If they do not appear within a specified period, then law enforcement can file a bench warrant request.

Instructions:

1. If no RI-7 photocopy is attached to the warrant, complaint, or petition, complete the Order for Fingerprints MC 233.
2. Send the MC 233 along with a **photocopy of the warrant, complaint, or petition** to the agency which is to do the fingerprinting. Do not submit the form to CJIC.

Instruct the agency as to where the completed fingerprint card is to be forwarded. The completed fingerprint card must be forwarded to CJIC.

Approved, SCAO		Original - Court 1st copy - Defendant's attorney 2nd copy - Law enforcement agency	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		ORDER FOR FINGERPRINTS	
CASE NO.			
ORI MI- Police Report No.	Court address	Court telephone no.	
THE PEOPLE OF	<input type="checkbox"/> The State of Michigan <input type="checkbox"/>	Defendant's name, address, and telephone no. CTN	
<input type="checkbox"/> Juvenile In the matter of			
USE NOTE: This order is to be issued when: 1) fingerprints were not taken at arrest and are required to be taken; or 2) the respondent is found guilty of criminal contempt for violating a personal or valid foreign protection order and fingerprints were not already taken.			
IT IS ORDERED: 1. <input type="checkbox"/> a. Defendant/Juvenile/Respondent shall go to Law enforcement agency so that fingerprints can be taken. <input type="checkbox"/> The fingerprints must be taken before Next scheduled court date or <input type="checkbox"/> b. The sheriff shall take custody of the defendant/juvenile/respondent to take his/her fingerprints. 2. The clerk shall forward immediately a copy of this order with an attached copy of the complaint, petition, or information to the law enforcement agency required to take fingerprints. 3. Unless otherwise incarcerated, defendant/juvenile/respondent shall be released immediately after his/her fingerprints are taken. 4. Refusal to submit to fingerprinting may subject the defendant/juvenile/respondent to contempt or criminal charges.			
Date	Judge/Magistrate	Bar no.	
CERTIFICATE OF SERVICE I certify that on this date copies of this order were served on the parties by <input type="checkbox"/> ordinary mail, <input type="checkbox"/> personal service.			
Date	Clerk		
CERTIFICATE OF FINGERPRINTING I certify that one set of fingerprints was taken, and that I sent the original of a completed RI-7 fingerprint card to the Michigan State Police Criminal Justice Information Center and a photocopy to the court.			
Date	Signature Name (type or print)		
MC 233 (5/03) ORDER FOR FINGERPRINTS		MCL 28.243, MCL 764.29, MCL 769.1, MCL 769.16e(5)	

MC 233

Approved, SCAD		Original - Police Copy - Court Additional copies as needed	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE		CASE NO.	
Court address		Court telephone no.	
ORI MI- Police Report No.		Defendant(s)/Probationer	
Plaintiff <input type="checkbox"/> People of the State of Michigan <input type="checkbox"/>		v	
<input type="checkbox"/> Civil <input type="checkbox"/> Criminal Current Charge		CTN SID DOB TCN	
<input type="checkbox"/> Probate In the matter of			
<input type="checkbox"/> Juvenile In the matter of			
A motion and affidavit is not required when the bench warrant is issued on the judge's own motion. I request that a bench warrant be issued and be arrested and: <input type="checkbox"/> held in contempt for failure to appear. <input type="checkbox"/> held in contempt for the following reasons:			
Name of respondent			
Signature			
Subscribed and sworn to before me on _____ Date _____ County, Michigan.			
My commission expires: _____ Date _____ Signature: _____			
BENCH WARRANT			
Respondent failed to comply with an order of this court. A bench warrant to arrest the respondent has issued on this date. Respondent was described as follows:			
Name and address of respondent		Race	Sex
		DLN	
Bring the respondent before the court immediately, or respondent may be released when a cash or surety bond in the amount of \$ _____ is posted for personal appearance before the court at its next session.			
Date _____ (SEAL) Judge _____ Bar no. _____			
MEMORANDUM COPY - NOT TO BE USED FOR ARREST			
TO THE COURT CLERK: When the original charge in a criminal case is more than a 92 day misdemeanor or felony and the defendant has not been sentenced or discharged, send a photocopy of this Petition and Bench Warrant Memorandum to the Michigan State Police Criminal Justice Information Center as required under MCL 769.16a.			
MC 229 (6/03) MOTION, AFFIDAVIT, AND BENCH WARRANT MCR 3.608			

MC 229

Approved, SCAD		Original - Court 1st copy (canary) - Ticker file 2nd copy (pink) - State police		PROBATE JDC CODE: ROW 3rd copy (goldenrod) - Police for return to court 4th copy - Friend of the court (if applicable)	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE		RECALL OF WARRANT/ORDER TO APPREHEND		CASE NO.	
Court address		Court telephone no.			
ORI MI- Police Report No.		Issue date of warrant/order to apprehend and no. Charge Date of offense			
TO: Police agency and address		Defendant/Respondent/Juvenile name			
		CTN/TCN SID DOB DLN Race Sex			
IT IS ORDERED:					
1. The warrant, or order to apprehend, identified above be returned immediately to this court.					
2. The record of this warrant, or order to apprehend, be removed immediately from Law Enforcement Information Network (LEIN) files. Reason: (optional)					
Date _____ Judge/Clerk/Registrar Bar no. _____					
COURT CALL TO POLICE (to advise of person's court appearance)					
Date _____ Time _____		Person notified _____			
CERTIFICATION OF REMOVAL (from LEIN files)		Police agency _____			
Date _____ Time _____		Signature _____			
POLICE DISPOSITION (to clear police files)					
<input type="checkbox"/> Attached to this form <input type="checkbox"/> Delivered to court when person appeared there					
INSTRUCTIONS					
Court: Immediately after person appears in court on warrant, or order to apprehend, so advise the responsible police agency by telephone.					
(1)					
Court: As soon as possible after calling police, prepare this 4 part form: file original (white) in case file; keep canary copy in warrant or order to apprehend tickler file until warrant, or order to apprehend, is returned by police agency; send pink and goldenrod copies to police.					
(2)					
Police: Immediately after receiving court's call, return call for verification purposes; remove the warrant, or order to apprehend, from Law Enforcement Information Network (LEIN) files.					
(1)					
Police: Upon receipt of forms, enter date and time of LEIN contact, and sign; file pink copy; return goldenrod copy with warrant, or order to apprehend, to court (if not already delivered when person appeared in court).					
(2)					
MC 220 (3/02) RECALL OF WARRANT/ORDER TO APPREHEND					

MC 220**BENCH WARRANT*****Petition and Bench Warrant MC 229******Warrant Recall MC 220***

The Petition and Bench Warrant form and the Warrant Recall form record and report the process of petitioning for a warrant, issuing a warrant, taking the subject into custody, and recalling the warrant after the subject has appeared in court. Both forms are used by district and circuit courts to report to CJIC only when the Bench Warrant is issued prior to sentencing.

Instructions:***Petition and Bench Warrant MC 229***

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Submit copy of completed form to CJIC if the Bench Warrant is issued before the defendant is sentenced or discharged. Send the CJIC copy only if this is the last court action on the case and CJIC has requested a disposition after one (1) year from the original arrest date.

Recall of Warrant/Order to Apprehend MC 220

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Submit copy of completed form to CJIC only if a Bench Warrant was previously submitted as instructed above for that CTN and case that is pending final disposition.
3. If the case is disposed immediately after appearance on the Bench Warrant only, send a copy of the disposition form used to CJIC.

CONVICTIONS

Judgment of Sentence - Commitment to Jail MC 219

Judgment of Sentence - Commitment to Corrections Department CC 219b

The court uses these disposition forms to record and report case convictions. District and circuit court use the Commitment to Jail form for misdemeanor and felony convictions resulting in any combination of:

- a jail sentence
- probation and fines
- costs
- restitution

The Commitment to Corrections Department form is used for circuit court felony convictions resulting in:

- commitment to the Department of Corrections

Instructions:

1. Enter all of the required CHR Disposition Reporting Data Elements for the appropriate form.
2. Submit copy of completed form to CJIC.

Exceptions:

Assignment to Holmes Youthful Trainee

Status: If the defendant is assigned to Holmes Youthful Trainee status MCL 762.14; MSA 28.853 (14), use the Assignment to Youthful Trainee Status form (MC 242).

Deferment under Controlled Substance Act, Spouse Abuse Act, or Parental Kidnapping Act:

If the defendant's judgment or guilt is deferred under the provisions of either MCL 333.7411; MSA 14.15 (7411), Controlled Substance Act, or MCL 769.4a; MSA 28.1076, Spouse Abuse Act, or MCL 750.350a; MSA 25.582(1), Parental Kidnapping Act, use the Order of Probation (MC 243) form. For more information, see **Section 10.6**.

Approved, SCAO		Original - Court 1st copy - Jail 2nd copy - Michigan State Police CJIC	3rd copy - Defendant 4th copy - Prosecutor 5th copy - Court board (if needed)
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		JUDGMENT OF SENTENCE <input type="checkbox"/> COMMITMENT TO JAIL	CASE NO.
ORI MI Police Report No.	Court address	Court telephone no.	
THE PEOPLE OF <input type="checkbox"/> The State of Michigan		Defendant's name, address, and telephone no.	
<input type="checkbox"/>		CTN/TCN SID DGB	
THE COURT FINDS:			
1. Defendant was found guilty on _____ of the crime(s) as stated below:			
CONVICTED BY Court Plea Court Jury	DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code
*For plea, insert "G" for guilty plea, "NC" for nolo contendere, or "MI" for guilty but mentally ill. For dismissal, insert "D" for dismissed by court or "NP" for dismissed by prosecutor/plaintiff.			
2. Defendant <input type="checkbox"/> represented by an attorney.			
<input type="checkbox"/> 3. Conviction reportable to Secretary of State** Defendant's driver license number is:			
<input type="checkbox"/> 4. Licensing sanction reportable to State Police** <input type="checkbox"/> Revoked. <input type="checkbox"/> Suspended _____ days. <input type="checkbox"/> Restricted _____ days.			
<input type="checkbox"/> 5. HIV testing and sex offender registration is completed.			
<input type="checkbox"/> 6. Defendant has been fingerprinted according to MCL 28.243.			
IT IS ORDERED:			
<input type="checkbox"/> 7. Defendant is sentenced to jail as follows: <input type="checkbox"/> Report at _____ m.			
Date Sentence Begins	Sentence Mos. Days	Credited Mos. Days	To Be Served Mos. Days
Release Authorized for the Following Purpose		Release Period From To	
<input type="checkbox"/> Upon payment of fine and costs ...			
<input type="checkbox"/> To work or seek work ...			
<input type="checkbox"/> For attendance at school ...			
<input type="checkbox"/> For medical treatment ...			
<input type="checkbox"/> Other: _____			
8. Defendant shall pay as follows: (specify fine and costs for each count; restitution; assessments for crime victim rights fund, DNA sample, forensic fee, etc.; reimbursement; attorney fees; and other costs)			
The due date for payment is _____. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed.			
<input type="checkbox"/> 9. Defendant shall serve _____ days in jail beginning _____ for failure to pay on time.			
<input type="checkbox"/> 10. Defendant shall be placed on probation for _____ months and abide by the terms of probation. (See separate order.)			
<input type="checkbox"/> 11. Defendant shall complete the following rehabilitative services:			
<input type="checkbox"/> Alcohol Highway Safety Education <input type="checkbox"/> Treatment (<input type="checkbox"/> Outpatient, <input type="checkbox"/> Inpatient, <input type="checkbox"/> Residential, <input type="checkbox"/> Mental health.)			
Specify:			
<input type="checkbox"/> 12. The vehicle used in the offense shall be immobilized or forfeited. (See separate order.)			
<input type="checkbox"/> 13. The concealed weapon board shall <input type="checkbox"/> suspend for _____ days <input type="checkbox"/> permanently revoke the concealed weapon license, permit number _____, issued by _____ County.			
Other: _____			
Date	(SEAL)	Judge/Magistrate	Bar no.
MC 219 (6/03) JUDGMENT OF SENTENCE/COMMITMENT TO JAIL			
MCL 765.15(2), MCL 769.16a, MCL 775.22, MCL 780.766, MCL 780.825, MCR 6.427(A)			

MC 219

Approved, SCAO		Original - Court 1st copy - Corrections 2nd copy - Michigan State Police CJIC	3rd copy - Michigan State Police CJIC 4th copy - Defendant 5th copy - Prosecutor
STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY		JUDGMENT OF SENTENCE COMMITMENT TO DEPARTMENT OF CORRECTIONS	CASE NO.
ORI MI Police Report No.	Court address	Court telephone no.	
THE PEOPLE OF THE STATE OF MICHIGAN		Defendant's name, address, and telephone no.	
<input type="checkbox"/>		CTN/TCN SID DGB	
Prosecuting attorney name _____ Bar no. _____		Defendant attorney name _____ Bar no. _____	
THE COURT FINDS:			
1. The defendant was found guilty on _____ of the crime(s) stated below:			
CONVICTED BY Court Plea Court Jury	DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code
*For plea, insert "G" for guilty plea, "NC" for nolo contendere, or "MI" for guilty but mentally ill. For dismissal, insert "D" for dismissed by court or "NP" for dismissed by prosecutor/plaintiff.			
<input type="checkbox"/> 2. The conviction is reportable to the Secretary of State under MCL 257.625(20)(b).			
<input type="checkbox"/> 3. HIV testing and sex offender registration is completed.			
<input type="checkbox"/> 4. The defendant has been fingerprinted according to MCL 28.243.			
IT IS ORDERED:			
5. Defendant is sentenced to custody of Michigan Department of Corrections. This sentence shall be executed immediately.			
SENTENCE DATE	MINIMUM Years Mos. Days	MAXIMUM Years Mos. Days	DATE SENTENCE BEGINS
JAIL CREDIT Mos. Days		OTHER INFORMATION	
<input type="checkbox"/> 6. Sentence(s) to be served consecutively to: (if this item is not checked, the sentence is concurrent)			
<input type="checkbox"/> each other. <input type="checkbox"/> case numbers			
7. Defendant shall pay: <input type="checkbox"/> restitution of \$ _____ <input type="checkbox"/> \$80.00 for Crime Victim Rights Fund.			
<input type="checkbox"/> \$80.00 for DNA sample. <input type="checkbox"/> \$150.00 for forensic lab test.			
<input type="checkbox"/> 8. The concealed weapon board shall <input type="checkbox"/> suspend for _____ days <input type="checkbox"/> permanently revoke the concealed weapon license, permit number _____, issued by _____ County.			
9. Court recommendation:			
Date	(SEAL)	Judge	Bar no.
I certify that this is a correct and complete abstract from the original court records. The sheriff shall, without needless delay, deliver defendant to the Michigan Department of Corrections at a place designated by the department.			
Deputy court clerk			
CC 219b (6/03) JUDGMENT OF SENTENCE, COMMITMENT TO DEPARTMENT OF CORRECTIONS			
MCL 765.15(2), MCL 769.16a, MCL 775.22, MCL 780.766, MCR 6.427(A)			

CC 219b

[illegible]

DC 250

[illegible]

DC 251

Felony - Register of Actions DC 250

Misdemeanor - Register of Actions DC 251

These disposition forms record and report sentencing of a defendant in District Court for a misdemeanor conviction resulting in any combination of:

- probation
- fines
- costs, and/or
- restitution

but not a jail sentence.

Instructions:

Use DC 250 Felony - Register of Actions for felony cases reduced to misdemeanor convictions. Use DC 251 Misdemeanor - Register of Actions for misdemeanor convictions.

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Submit a copy of completed form to CJIC.

Exceptions:

Assignment to Holmes Youthful Trainee

Status:

If the defendant is assigned to Holmes Youthful Trainee status MCL 762.14; MSA 28.853 (14), use the Assignment to Youthful Trainee Status (MC 242) form.

Deferment under Controlled Substance Act, Spouse Abuse Act, or Parental Kidnapping Act:

If the defendant's judgment of guilt is deferred under the provisions of either MCL 333.7411; MSA 14.15 (7411), Controlled Substance Act or MCL 769.4a; MSA 28.1076, or Spouse Abuse Act, or MCL 750.350a; MSA 25.5821(1), Parental Kidnapping Act, use the Order of Probation (MC 243) form.

DISMISSAL/ACQUITTAL OF CHARGES

Motion/Order of Nolle Prosequi MC 263

Order of Acquittal/Dismissal or Remand MC 262

Commitment Order - Not Guilty by Reason of Insanity MC 207

District and circuit courts use this group of disposition forms to release defendants from all charges on a case through dismissal, acquittal or reason of insanity.

Each form and the disposition it records and reports is listed below.

Motion/Order of Nolle Prosequi MC 263

The court grants the prosecuting attorney's motion to dismiss all the charge(s) lodged against both adult and juvenile defendants.

Order of Acquittal/Dismissal or Remand MC 262

The defendant is acquitted of all the charge(s) after a trial by a judge or jury or the charge(s) are dismissed by the Court.

Commitment Order - Not Guilty by Reason of Insanity MC 207

Defendant is found not guilty by reason of insanity and is committed to the Center for Forensic Psychiatry for treatment.

Approved, SCAO		Original - Court 1st copy - Prosecutor 2nd copy - Defendant/Juvenile 3rd copy - Police agency		PROBATE OSM CODE: NOL	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		MOTION/ORDER OF NOLLE PROSEQUI		CASE NO.	
ORI Me		Court address		Court telephone no.	
Police Report No.		<input type="checkbox"/> The State of Michigan		Defendant's/Juvenile's name, address, and telephone no.	
THE PEOPLE OF		<input type="checkbox"/>		CTN/TCN	
				SID	
				DOB	
<input type="checkbox"/> Juvenile		In the matter of			
Court	CRIME		CHARGE CODE(S) MCL citation/PACC Code		
MOTION					
Name (type or print) _____, prosecuting official, moves for a nolle prosequi in this case for the following reason(s):					
Date _____ Prosecuting official _____ Bar no. _____					
ORDER					
IT IS ORDERED:					
<input type="checkbox"/> 1. Motion for nolle prosequi is granted and the case is dismissed without prejudice.					
<input type="checkbox"/> 2. Motion for nolle prosequi is granted as to the following charge(s) which are dismissed without prejudice:					

<input type="checkbox"/> 3. Motion for nolle prosequi is denied.					
<input type="checkbox"/> 4. Defendant/Juvenile shall be immediately discharged from confinement in this case.					
<input type="checkbox"/> 5. Bond is cancelled and shall be returned after costs are deducted.					
<input type="checkbox"/> 6. Bond is continued on the remaining charge(s).					
Date _____ Judge/Magistrate _____ Bar no. _____					
If item 1 is checked, the clerk of the court shall send a photocopy of this order to the Michigan State Police Criminal Justice Information Center to delete this criminal history record as required under MCL 769.16a.					
TO THE DEFENDANT: By law, your fingerprints, arrest card, and description will either be destroyed or returned to you by the Michigan State Police within 60 days of the date of this order. If you do not receive your fingerprints, arrest card, and description within 60 days of the date of this order, you may choose to contact the Michigan State Police to verify that the prints, card, and description were destroyed.					
MC 263 (6/03) MOTION/ORDER OF NOLLE PROSEQUI MCL 26.243, MCL 767.29, MCL 769.16a, MCR 5.83(d)					

MC 263

Approved, SCAO		Original - Court 1st copy - Prosecutor		2nd copy - Defendant/Juvenile 3rd copy - Defendant/Juvenile attorney	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE		ORDER OF ACQUITTAL/DISMISSAL OR REMAND		CASE NO.	
ORI Me		Court address		Court telephone no.	
Police Report No.		<input type="checkbox"/> The State of Michigan		Defendant's/Juvenile's name, address, and telephone no.	
THE PEOPLE OF		<input type="checkbox"/>		CTN/TCN	
				SID	
				DOB	
<input type="checkbox"/> Juvenile		In the matter of			
Court	CRIME		CHARGE CODE(S) MCL citation/PACC Code		
IT IS ORDERED:					
<input type="checkbox"/> 1. The case is dismissed on the motion of the court <input type="checkbox"/> with <input type="checkbox"/> without prejudice.					
<input type="checkbox"/> 2. Defendant's/Juvenile's motion for dismissal is granted <input type="checkbox"/> with <input type="checkbox"/> without prejudice and the case is dismissed.					
<input type="checkbox"/> 3. Defendant's/Juvenile's motion for dismissal is granted in part <input type="checkbox"/> with <input type="checkbox"/> without prejudice and the following charge(s) is/are dismissed: _____					
<input type="checkbox"/> 4. Defendant/Juvenile is acquitted on all charge(s) in this case after trial by <input type="checkbox"/> judge <input type="checkbox"/> jury.					
<input type="checkbox"/> 5. Defendant/Juvenile is acquitted after trial by <input type="checkbox"/> judge <input type="checkbox"/> jury only on the following charge(s): _____					
<input type="checkbox"/> 6. Defendant/Juvenile shall be immediately discharged from confinement in this case.					
<input type="checkbox"/> 7. Bond is cancelled and shall be returned after costs are deducted.					
<input type="checkbox"/> 8. Bond/bail is continued on the remaining charge(s).					
<input type="checkbox"/> 9. The case is remanded to the _____ district court for further proceedings for the following reasons: _____					
Date _____ Judge _____ Bar no. _____					
If item 1, 2, or 4 is checked, the clerk of the court shall send a photocopy of this order to the Michigan State Police Criminal Justice Information Center to create a criminal history record as required under MCL 769.16a.					
TO THE DEFENDANT: By law, your fingerprints, arrest card, and description will either be destroyed or returned to you by the Michigan State Police within 60 days of the date of this order. If you do not receive your fingerprints, arrest card, and description within 60 days of the date of this order, you may choose to contact the Michigan State Police to verify that the prints, card, and description were destroyed.					
MC 262 (6/03) ORDER OF ACQUITTAL/DISMISSAL OR REMAND MCL 769.16a, MCR 6.419, MCR 7.101(M)					

MC 262

Approved, SCAO STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - Court 1st copy - Center 2nd copy - Michigan State Police CJIC	3rd copy - Sheriff 4th copy - Prosecutor 5th copy - Defendant
COMMITMENT ORDER NOT GUILTY BY REASON OF INSANITY		CASE NO.

DRI MR-	Court address	Court telephone no.
------------	---------------	---------------------

Police Report No. _____

THE PEOPLE OF ☐ The State of Michigan

☐ _____

☐ _____

Defendant's name, address, and telephone no.

CTN/TCN _____

Race _____

SID _____

DOB _____

Sex _____

Court	CRIME	CHARGE CODE(S) MCL citation/PACCC Code

- Defendant ☐ pled ☐ was found not guilty of the offense(s) charged by reason of insanity.
- IT IS ORDERED:
- Defendant is committed to the custody of the Center for Forensic Psychiatry for a period not to exceed 60 days.
- The center shall thoroughly examine and evaluate the present mental condition of defendant in order to reach an opinion on whether defendant meets the legally established criteria of a person requiring treatment or judicial admission.
- Within 60 days from the date of this order, the Center for Forensic Psychiatry shall file a written report with the court, defense counsel, and prosecuting official in accordance with the mental health code.
- If defendant is subsequently hospitalized as a person requiring treatment or by judicial admission as defined in the mental health code, defendant shall not be discharged or placed on leave without first being evaluated and recommended for discharge or leave by the Center for Forensic Psychiatry.
- ☐ a. The sheriff shall transport defendant to the Center for Forensic Psychiatry.
☐ or
☐ b. Defendant shall immediately report to the Center for Forensic Psychiatry for admission.
- The clerk of the court shall send to the Center for Forensic Psychiatry a settled record of facts concerning the offense(s) which defendant was found to have committed, but was acquitted.
- The clerk of the court shall send to the Michigan State Police a copy of this order. The Michigan State Police shall enter this order onto LEIN.
- Additional orders:

Date _____	Judge _____	Bar no. _____
------------	-------------	---------------

By law, your fingerprints, arrest card, and description will either be destroyed or returned to you by the Michigan State Police within 60 days of the date of this order. If you do not receive your fingerprints, arrest card, and description within 60 days of the date of this order, you may choose to contact the Michigan State Police to verify that the prints, card, and description were destroyed.

MC 307 (302) COMMITMENT ORDER, NOT GUILTY BY REASON OF INSANITY
MCL 330.200, MCR 5.304

MC 207

Instructions:

1. Enter all of the required CHR Disposition Reporting Data Elements for the appropriate form.
2. Carry out any applicable instructions listed below under Additional Instructions.
3. Submit copy of completed form to CJIC only when the entire case is dismissed by the court.

Additional Instructions:

Motion/Order of Nolle Prosequi MC 263

Check box 1 in the “IT IS ORDERED” portion of the form to note that the motion for Nolle Prosequi is granted and the case is dismissed.

Order of Acquittal/Dismissal or Remand
MC 262

Check the appropriate box under the “IT IS ORDERED” portion of the form.

- For all charges dismissed after a motion, check Box 3 noting that the motion for dismissal is granted and the entire case is dismissed.
- For acquittal of all charges against the defendant after a trial, check Box 4 noting that the defendant is acquitted and type of trial (judge or jury).

Note:

If there are multiple counts in one case and the defendant is sentenced on one of the counts, send only the sentencing disposition form to CJIC. Do not send a dismissal form unless the entire case is dismissed/acquitted.

SPECIAL DISPOSITIONS**Non-public Records*****Assignment to Youthful Trainee Status
MC 242******Order of Probation - Misdemeanor DC 243******Order of Probation - Felony CC 243a******Petition and Order for Discharge from
Probation MC 245******Order on Application to Set Aside Conviction
MC 228***

District and circuit courts use these forms to record and report dispositions in which entry of judgment of guilt is deferred and defendant's record may become a non-public record. These actions would include assignment of a defendant to probation or to Holmes Youthful Trainee status. The last part of the correction process, release from probation and setting aside of a conviction, is also recorded by special disposition forms.

***Assignment to Youthful Trainee Status
MC 242***

Records and reports that the defendant has been assigned to Holmes Youthful Trainee Status pursuant to MCL 762.14; MSA 28.853 (14).

Instructions:

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Submit copy of completed form to CJIC.

Exceptions:***Removal of defendant from Holmes Youthful Trainee Status:***

If the defendant is removed from Holmes Youthful Trainee Status and charged with the crime, the court will use the Judgment of Sentence - Commitment to Jail (MC 219) or Judgment of Sentence Commitment to Corrections Department (CC 219b) form.

☐ Note:

The record for this CTN becomes a NON-PUBLIC RECORD when this order is entered.

Approved, SCAG		Original - Court 1st copy - Michigan State Police CJIC 2nd copy - Arresting Agency		3rd copy - Prosecutor 4th copy - Defendant	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		ASSIGNMENT TO YOUTHFUL TRAINEE STATUS		CASE NO.	
Court address		Court telephone no.			
Police Report No.		THE PEOPLE OF		Defendant's name, address, and telephone no.	
<input type="checkbox"/> The State of Michigan		<input type="checkbox"/>		CTNTCN SID DOB	
Count		CRIME		CHARGE CODE(S) MCL citation/PAGE Code	
THE COURT FINDS: 1. The defendant is alleged to have committed a criminal offense, other than a felony for which the maximum is life imprisonment, or a major controlled substance offense, or a traffic offense. 2. The alleged criminal offense was committed on or after the defendant's seventeenth birthday, but before his/her twenty-first birthday. 3. The defendant has consented to assignment to youthful trainee status. <input type="checkbox"/> 4. HIV testing and sex offender registration was completed. <input type="checkbox"/> 5. The defendant has been fingerprinted according to MCL 28.243.					
IT IS ORDERED: 6. No judgment of conviction is entered. The defendant is assigned to youthful trainee status and is: (check one option only)					
<input type="checkbox"/> a. committed to the department of corrections for custodial supervision and training for a period of _____ in an institutional facility designated by the department for such purposes.					
<input type="checkbox"/> b. placed on probation for not more than 3 years under the supervision of a department of corrections probation officer and shall abide by the terms of the attached probation order.					
<input type="checkbox"/> c. placed on probation for not more than 2 years under the supervision of a probation officer and shall abide by the terms of the attached probation order.					
<input type="checkbox"/> d. committed to the county jail for _____ days beginning _____ Date. Credit is given for _____ days previously served. During this period defendant may be released for the purpose and during the times specified below: <input type="checkbox"/> seeking work <input type="checkbox"/> working at regular employment <input type="checkbox"/> attendance at an educational institution Times:					
<input type="checkbox"/> e. other:					
Date		Judge/Magistrate		Bar no.	
Under MCL 762.14 the court clerk, the arresting agency, and the State Police shall maintain this case as a nonpublic record.					
MC 242 (3/82) ASSIGNMENT TO YOUTHFUL TRAINEE STATUS MCL 762.11-14					

MC 242

Approved: SCAO

Original - Court (Part 1)
1st copy - Probation Department (Part 1)
2nd copy - Defendant (Part 1)

3rd copy - Prosecutor (Part 1)
4th copy - Law enforcement agency (Part 2)
5th copy - Court LEIN copy (Part 2)

STATE OF MICHIGAN
JUDICIAL DISTRICT

CASE NO.

ORDER OF PROBATION
(Misdemeanor)

Court address Court telephone no.

OR
MI-
Police Report No.

THE PEOPLE OF

Defendant's name, address, and telephone no.

CITIZEN SID DOB

Probation officer Term

Offense

☐ Judgment of guilt is deferred under:
☐ MCL 333.7411, Controlled Substance Act
☐ MCL 769.4a, Spouse Abuse Act
☐ MCL 762.14, Youthful Trainee Status

☐ Defendant poses a credible threat to the physical safety of 1 or more persons named in item 7. *needed for NCIC entry

IT IS ORDERED that the defendant be placed on probation under the supervision of the above named probation officer for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.
☐ 5. Not purchase or possess a firearm. *needed for NCIC entry

6. Pay the following:

Fine	\$
Costs	\$
Restitution	\$
Crime Victim	\$ 50.00
Supervision	\$
DNA Sample Assessment	\$
Forensic Fee Assessment	\$
Other	\$
TOTAL	\$ 50.00

☐ Total amount due shall be paid in installments of \$ per starting on and paid in full by the due date on the judgment of sentence unless otherwise ordered.
Fines, costs, and fees not paid within 56 days of the date owed are subject to a 20% late penalty on the amount owed.

☐ 7. Other: (Use this space for conditions for the protection of 1 or more named persons - also complete the LEIN order on Part 2 of this form)

Failure to comply with this order may result in a revocation of probation and incarceration.

Date Judge/Magistrate Bar no.

I have read or heard the above order of probation and have received a copy. I understand and agree to comply with this order.

Date Defendant signature

If the judgment of guilt is deferred as stated above, the clerk of the court shall send a photocopy of this order to the Michigan State Police Criminal Justice Information Center to create a criminal history record as required under MCL 769.16a.

MCL 800.4803, MCL 769.16, MCL 771.1 et seq., MCL 775.22, MCL 780.826, MCR 6.445, 18 USC 922(g)(9)(c)

DC 243 (6/03) ORDER OF PROBATION (Misdemeanor), Part 1

DC 243

Approved: SCAO

Original - Court (Part 1)
1st copy - Probation Department (Part 1)
2nd copy - Defendant (Part 1)

3rd copy - Prosecutor (Part 1)
4th copy - Law enforcement agency (Part 2)
5th copy - Court LEIN copy (Part 2)

STATE OF MICHIGAN
JUDICIAL CIRCUIT
COUNTY

CASE NO.

ORDER OF PROBATION
(Felony)

Court address Court telephone no.

OR
MI-
Police Report No.

THE PEOPLE OF

Defendant's name, address, and telephone no.

CITIZEN SID DOB

Probation officer Term

Offense

☐ Judgment of guilt is deferred under:
☐ MCL 333.7411, Controlled Substance Act
☐ MCL 750.350a, Parental Kidnapping Act
☐ MCL 762.14, Youthful Trainee Status

☐ Defendant poses a credible threat to the physical safety of 1 or more persons named in item 6. *needed for NCIC entry

IT IS ORDERED that the defendant be placed on probation under the supervision of the above named probation officer for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.
☐ 5. Not purchase or possess a firearm. *needed for NCIC entry

6. Pay the following to the court:

Fine	\$
Costs	\$
Restitution	\$
Crime Victim Assessment	\$ 60.00
DNA Sample Assessment	\$
Forensic Fee Assessment	\$
Other	\$
Total	\$ 60.00

☐ Total amount due shall be paid in installments of \$ per starting on and paid in full by the due date on the judgment of sentence unless otherwise ordered.
Fines, costs, and fees not paid within 56 days of the date owed are subject to a 20% late penalty on the amount owed.

7. Pay a supervision fee to the Department of Corrections in the amount of \$ The fee is payable immediately. This fee also applies to all delayed sentences. A supervision fee may not be ordered or collected for defendants whose judgment of guilt has been deferred under MCL 750.350a.

☐ Total amount due may be paid in installments of \$ per starting on payable to the State of Michigan.

☐ 8. Other: (Use this space for conditions for the protection of 1 or more named persons - also complete the LEIN order on parts 5 and 6 of this form)

Failure to comply with this order may result in a revocation of probation and incarceration.

Date Judge Bar no.

I have read or heard the above order of probation and have received a copy. I understand and agree to comply with this order.

Date Defendant signature

If the judgment of guilt is deferred as stated above, the clerk of the court shall send a photocopy of this order to the Michigan State Police Criminal Records Division to create a criminal history record as required under MCL 769.16a.

MCL 800.4803, MCL 769.16, MCL 771.1 et seq., MCL 775.22, MCL 780.826, MCR 6.445, 18 USC 922(g)(9)(c)

CC 243a (3/02) ORDER OF PROBATION (Felony), Part 1

CC 243a

Order of Probation - Misdemeanor DC 243, and Order of Probation - Felony CC 243a

Used to record and report only those misdemeanor and felony dispositions in which entry of judgment of guilt is deferred by the court under one of the following:

MCL 333.7411; MSA 14.15 (7411), Controlled Substance Act

MCL 769.4a; MSA 28.1076, Spouse Abuse Act

MCL 750.350a; MSA 25.5821(1) Parental Kidnapping Act

For more information about these limited use dismissals, see **Section 10.6**.

Instructions:

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Check the appropriate box in the Offense Area of the form to indicate the provision under which probation was ordered (Controlled Substance Act, Spouse Abuse Act, or Parental Kidnapping Act).
3. Submit copy of completed form to CJIC.

Exceptions - Convictions

If the defendant is convicted and judgment of guilt is entered, use:

Judgment of Sentence - Commitment to Jail MC 219

Judgment of Sentence - Commitment to Corrections Department CC 219b

Register of Actions DC 250-251

Assignment to Holmes Youthful Trainee Status

If the defendant is assigned to Holmes Youthful Trainee Status MCL 762.14; MSA 28.853(14), use the Assignment to Youthful Trainee Status (MC 242) form to report.

Conviction Due to Violation of Probation

If the defendant violates the provisions of the probation order and the court enters a conviction resulting in: a jail or prison sentence, probation and fines, or costs and restitution, record and report the new disposition information on the Judgment of Sentence - Commitment to Jail (MC 219) or Judgment of Sentence - Commitment to Corrections Department (CC 219b) form.

Amendments to the Order of Probation

Do not report amendments.

☐ Note:

The record in these cases remains a public record until the case has been dismissed under the applicable statute.

Approved, SCAG		Original - Court 1st copy - Probation Department		2nd copy - Defendant 3rd copy - Prosecutor	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		PETITION AND ORDER FOR DISCHARGE FROM PROBATION		CASE NO.	
TO: MI- _____		Court address _____		Court telephone no. _____	
Police Report No. _____		Defendant's name, address, and telephone no. _____			
THE PEOPLE OF _____		v. _____			
Date of probation _____		Offense _____			
Term of probation _____		CTN/CTCN _____ SID _____ DOB _____			
<p>I respectfully petition this court to discharge the defendant from probation for the following reasons:</p> <p>Date _____ Probation officer _____</p> <p style="text-align: center;">ORDER OF PROBATION DISCHARGE</p> <p>IT IS ORDERED:</p> <p>1. Defendant is discharged from probation supervision, and any unfulfilled obligations or conditions of the sentence imposed by this court are discharged except that collection for unpaid supervision fees, crime victim rights assessment, DNA sample fees, forensic fees, and other assessments, or restitution may be pursued according to law.</p> <p><input type="checkbox"/> 2. The plea or finding of guilt under the: <input type="checkbox"/> Controlled Substance Act (MCL 333.7411) <input type="checkbox"/> Spouse Abuse Act (MCL 759.4a) <input type="checkbox"/> Parental Kidnapping Act (MCL 750.350a) is set aside and the case is dismissed. The records of arrest and discharge or dismissal in this case shall be retained as a nonpublic record according to law.</p> <p><input type="checkbox"/> 3. The status of Youthful Trainee is terminated under the Holmes Youthful Trainee Act (MCL 762.14) and the case is dismissed. The record of arrest and discharge or dismissal in this case shall be retained as a nonpublic record according to law.</p> <p>Date _____ Judge/Magistrate _____ Bar no. _____</p> <p style="font-size: x-small;">If item 2 or 3 is checked, the clerk of the court shall send a photocopy of this order to the Michigan State Police Central Records Division to create a criminal history record as required under MCL 769.16a.</p>					
MC 245 (3/02) PETITION AND ORDER FOR DISCHARGE FROM PROBATION			MCL 771.5		

MC 245

Petition and Order for Discharge from Probation MC 245

Records and reports that the defendant has fulfilled the obligations and conditions of probation and the charge(s) is to be dismissed pursuant to one of the following:

- 762.14; MSA 28.853 (14), Holmes Youthful Trainee Act
- MCL 333.7411; MSA 14.15 (7411), Controlled Substance Act
- MCL 769.4a; MSA 28.1076, Spouse Abuse Act
- MCL 750.350a; MSA 25.582(1) Parental Kidnapping Act

Instructions:

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Submit copy of completed form to CJIC.

☐ Note:

The record for this CTN becomes a **NON-PUBLIC RECORD** when this order is entered, if entered under the provisions of one of these acts.

Order on Application to Set Aside Conviction MC 228

Record and report the request and the court order setting aside conviction under MCL 780.621; MS 28.1274(101).

Instructions:

1. Enter all of the required CHR Disposition Reporting Data Elements.
2. Check the box under the "IT IS ORDERED" section of MC 228 to note that it is ordered that the conviction in the case is set aside, and that a non-public record will be maintained by the State Police pursuant to MCL 780.623.
3. Submit a copy of completed order and a State Applicant Fingerprint Card (RI-8) with fee to CJIC.

Note:

The record for this CTN becomes a NON-PUBLIC RECORD when this order is entered.

Motion and Order for the Return of Fingerprints, Arrest Card and Description MC 235

If fingerprints are not returned within 60 days of the adjudication of finding of not guilty, the court may use the MC 235 "Motion and Order for the Return of Fingerprints, Arrest Card and Description".

Approved: SCAD		Original - Court 1st copy - State Police 2nd copy - Arresting agency		3rd copy - Prosecuting official 4th copy - Defendant	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT		ORDER ON APPLICATION TO SET ASIDE CONVICTION		CASE NO.	
Court address		Court telephone no.			
Police Report No.		THE PEOPLE OF		v	
<input type="checkbox"/> The State of Michigan		<input type="checkbox"/>		Defendant's name, address, and telephone no.	
				CTN	
				SID	
				DOB	
				Date of Offense	
				Charge	
<p>Instructions: An order may not be entered until receipt of the report of the Michigan State Police. Copies of the order must be sent to the Michigan State Police and the prosecuting official.</p> <p>THE COURT FINDS:</p> <p>1. The Michigan State Police has reported to the court required information from the department's records.</p> <p>2. The applicant <input type="checkbox"/> has <input type="checkbox"/> has not been convicted of more than one criminal offense.</p> <p>3. The conviction <input type="checkbox"/> is <input type="checkbox"/> is not a traffic offense, a non-traffic offense reportable to the Secretary of State, or a felony for which the maximum punishment is life imprisonment.</p> <p>4. It <input type="checkbox"/> has <input type="checkbox"/> has not been at least five years since the sentence was imposed or since the defendant was discharged from imprisonment for the conviction.</p> <p>5. An opportunity <input type="checkbox"/> has <input type="checkbox"/> has not been given to the Attorney General and prosecuting official to contest the application.</p> <p>6. Circumstances and behavior of the applicant <input type="checkbox"/> do <input type="checkbox"/> do not justify setting aside the conviction, and it is consistent with the public welfare.</p> <p>IT IS ORDERED:</p> <p><input type="checkbox"/> 7. The application is denied.</p> <p><input type="checkbox"/> 8. The conviction in this case is set aside. Under MCL 780.623 the court clerk, the arresting agency, and the Michigan State Police shall maintain a nonpublic record of the order setting aside conviction and of the arrest, fingerprints, conviction, and sentence in this case.</p> <p>Date _____ Judge _____ Bar no. _____</p> <p>Under MCL 769, 16a the clerk of the court shall send a copy of this order to the Michigan State Police Central Records Division to create a criminal history record.</p> <p>MC 228 (8/95) ORDER ON APPLICATION TO SET ASIDE CONVICTION MCL 780.621; MSA 28.1274(101); MCL 780.623; MSA 28.1274(103)</p>					

MC 228

Approved: SCAD		Original - Court 1st copy - Michigan State Police C/JC 2nd copy - Arresting agency		PROBATE GSM CODE: ROF 3rd copy - Prosecutor 4th copy - Defendant	
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY		MOTION AND ORDER FOR RETURN OF FINGERPRINTS, ARREST CARD, AND DESCRIPTION		CASE NO.	
Court address		Court telephone no.			
Police Report No.		THE PEOPLE OF		v	
<input type="checkbox"/> The State of Michigan		<input type="checkbox"/>		Defendant's/Juvenile's name, address, and telephone no.	
				CTN/TCN	
				SID	
				DOB	
				Juvenile In the matter of _____	
Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code			
MOTION					
I, _____, state that on _____ Date _____					
<input type="checkbox"/> I was found not guilty of all offense(s) charged in this case. <input type="checkbox"/> My case was dismissed without trial. I have had a prior conviction. This is not a criminal sexual conduct case or a crime with or against a child under 16 years of age.					
I REQUEST that the Michigan State Police provide me with a certification that the fingerprints, arrest card, and description were destroyed within 60 days of the above date, and if they were not, that the fingerprints, arrest card, and description be returned to me by the official holding the information.					
Date _____		Signature _____			
ORDER					
IT IS ORDERED: Under MCL 28.243 the State Police and arresting agency shall provide the defendant with a certification that the fingerprints, arrest card, and description were destroyed (if so) or immediately, without charge and without further demand, return to the defendant/juvenile the fingerprints, arrest card, and description taken or made in the above case.					
Date _____		Judge _____		Bar no. _____	
Approved as to form on _____ by: _____					
Prosecuting official _____		Bar no. _____		Attorney for defendant/juvenile _____ Bar no. _____	
MC 235 (3/02) MOTION AND ORDER FOR RETURN OF FINGERPRINTS, ARREST CARD, AND DESCRIPTION MCL 28.243, MCL 5.936(C)					

MC 235

Section 9

Juvenile Reporting

This section covers reporting procedures for juvenile Criminal History Records (CHR).

9.1 Introduction

MCL 28.243(1) states, “Law Enforcement Officials shall take the person’s fingerprints if arrested for a juvenile offense defined in MCL 28.241(a).” Section 3(4) of this same law also states, “If a petition is not authorized for a juvenile, the fingerprints must be immediately returned.”

To prevent the creation of illegal computerized juvenile offender records by CJIC, the submission of juvenile fingerprint records to the state shall be delayed until a decision to authorize the petition for a reportable offense is made by local authorities.

If the petition is not authorized, the fingerprints shall be returned to the juvenile subject.

If the juvenile offender is waived to adult court, the fingerprints shall be submitted to CJIC, and reflect the proper adult case tracking data.

Since 1990, refinements to the system for juvenile record keeping and new interpretations of P.A. 40 and P.A. 72 that requires juvenile offense reporting, have made the process more efficient and exact.

Figure 9-1 shows the proper route to initiate a criminal history record for a juvenile offender.

To begin the process, the prosecutor forwards a completed RI-7 directly to juvenile court.

- A) If the court decides to grant a petition, it sends the RI-7 to CJIC. After the final disposition, the court sends the appropriate disposition form to CJIC.
- B) If the court decides not to grant the petition, it returns the RI-7 directly to the juvenile and CJIC remains uninvolved.
- C) If the court decides to waive the juvenile to adult court, it sends the RI-7 to the prosecutor.

- If no authorization is sought, the fingerprints must be returned to the individual printed

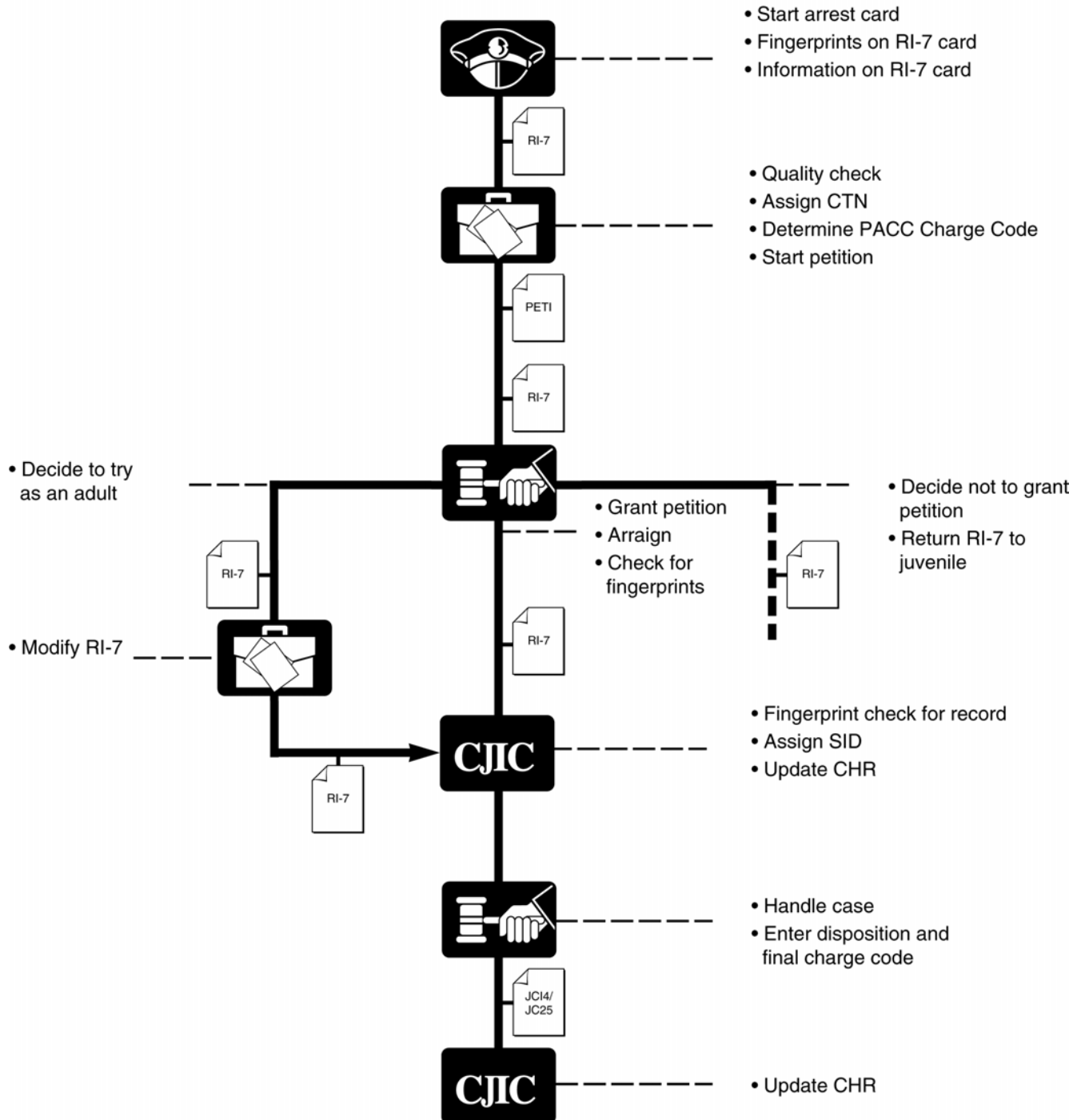


Figure 9-1
Juvenile Reporting Procedure

9.2 Processing Records

For best results in dealing with juvenile criminal history records, CJIC needs to receive RI-7's and disposition forms at the proper time.

Continued cooperation of law enforcement agencies, county prosecutor's offices, and juvenile courts is imperative for good record keeping throughout the state.

If the court finds that fingerprint impressions for a reportable juvenile case, have not been made on an RI-7, the court shall complete an order for fingerprints, form MC 233 (see **Section 8.6**) directing a local law enforcement agency to fingerprint the juvenile. The juvenile is ordered to appear for fingerprinting, and the local police agency is required to complete the RI-7.

The petition holding/seeking agent shall complete the entire RI-7 taking care that all required data for case tracking, including Criminal Tracking Number (CTN), proper ORI codes and authorized charges are reflected. See **Section 3.8** for additional information on ORI codes.

9.2.1 Law Enforcement

To begin the juvenile record keeping process, the petition-holding law enforcement agency fingerprints the juvenile and completes the RI-7. The petition-holding agent then forwards the RI-7 to the county prosecutor's office.

9.2.2 Prosecutor's Office

The prosecutor starts the petition, if not granted prior to the juvenile's arrest. The Prosecutor assigns a PACC and a CTN.

❑ Note:

Juvenile CTN assignment must come from the same number source as those assigned to adult cases to avoid duplication of CTNs. If a jurisdiction desired to make a clear distinction between juvenile and adult CTN files it is suggested that juvenile CTN coded begin with 800,000. Using this example, a CTN code for a juvenile would appear as 33-97-800001-01.

The prosecutor checks that the information on the RI-7 is correctly filled in. The prosecutor sends the RI-7, along with the petition application, directly to the juvenile court, not to CJIC.

9.3 Court Proceedings

Once juvenile court receives a petition application for a juvenile hearing, the court must decide how to deal with the case. The court at that point may determine to:

- refuse to grant the petition
- try the individual as an adult
- refer the individual to the Michigan Family Independence Agency (FIA), or
- hear the case in juvenile court.

Depending on the decision of the court, the RI-7 is either sent to CJIC, the prosecutor's office, or back to the juvenile.

If the court grants the petition, it sends the RI-7 to CJIC to initiate a criminal history record. If the court waives the case to adult court, the juvenile court forwards the RI-7 to the prosecutor's office. The prosecutor amends the information on the RI-7 and indicates that the juvenile is being "Tried As An Adult." If the court decides to take no action, the RI-7 is returned to the juvenile.

9.3.1 Holmes Youthful Training Act

The Juvenile Court cannot sentence an individual to the Holmes Youthful Training Act. HYTA only applies to persons between the ages of 17 and 21 who are being sentenced in adult court.

9.3.2 Reportable Juvenile Offenses

Effective April 1, 2002, Public Act 289 of 1925 was amended redefining "juvenile offenses" to include **any felony or misdemeanor**.

9.3.3 No Action

If the court and/or the prosecutor decide not to take action on the case, CJIC remains uninvolved.

If the court decides not to grant a petition for the case, which stops the filing process, it must return the RI-7 to the juvenile and should not send anything to CJIC.

9.3.4 Individual Tried as an Adult

If the court determines to try the individual as an adult, it returns the RI-7 to the prosecutor who must assure that all modifications are made prior to submission to CJIC. Before sending the RI-7, the prosecutor should check that the:

- RI-7 lists an adult CTN number,
- Box E34 on RI-7 is marked as charged
- Mark in Box E37 is erased
- RI-7 lists the proper court in the jurisdiction field

The State palm prints, if available, can also be sent to CJIC along with the RI-7.

9.3.5 Case Referred to the Michigan Family Independence Agency (FIA)

When the juvenile court grants the petition, it sends the RI-7 to CJIC immediately. This action initiates a criminal history record.

After a hearing at which the court decides to refer the juvenile to the Michigan Family Independence Agency, it sends the JC 25 final disposition form to CJIC. This form completes the criminal history record for the offense.

9.3.6 Hearing Held in Juvenile Court

Since juvenile court grants the petition, it sends the RI-7 to CJIC immediately. This initiates a criminal history record.

After the hearing, the juvenile court sends the JC 14 final disposition form to CJIC. This form completes the criminal history record for the offense.

☐ Note:

If the court finds that the material allegations are not sustained, or the Prosecutor decides to “nolle prosequi,” CJIC will return the RI-7 to the juvenile as long as no prior conviction records exist or the offense is not a sex offense.

9.3.7 Drug Adjudication

MCL 333.7408a(11) as amended by Public Acts 359 and 361 of 1993 requires the Probate Courts to submit dispositions for adjudication to the Michigan State Police, Criminal Justice Information Center for violations of the Public Health Code, Part 74. Operational policy within CJIC has been revised in support of the reporting requirement and does accept these dispositions from Probate Courts.

However, the criminal history record system is based on fingerprints. In order for disposition information to be entered into the criminal record system, fingerprints must be submitted. Since most of the Public Health Code violations are not considered juvenile offenses by MCL 28.241 (statute governing fingerprinting) fingerprints are not generally taken at the time of arrest. Therefore, if the court wishes to have the conviction added to the criminal history record system, fingerprinting should be ordered by the court at the time of adjudication for the drug offense. The fingerprints and the court disposition are then forwarded to CJIC together.

9.4 Transfer of Jurisdiction

To avoid confusion when transferring a case to a different jurisdiction, it is preferable to use a new CTN assigned by the prosecutor in the county where the juvenile lives rather than the CTN from the county where the crime occurred.

In all cases of transfer, the juvenile court in the county of jurisdiction where the crime occurred sends the RI-7 to the juvenile court in the county where the juvenile lives. This court is responsible for forwarding it to CJIC. After final disposition in the case, the court handling the case sends the disposition form to CJIC.

Figure 9-2 outlines this procedure.

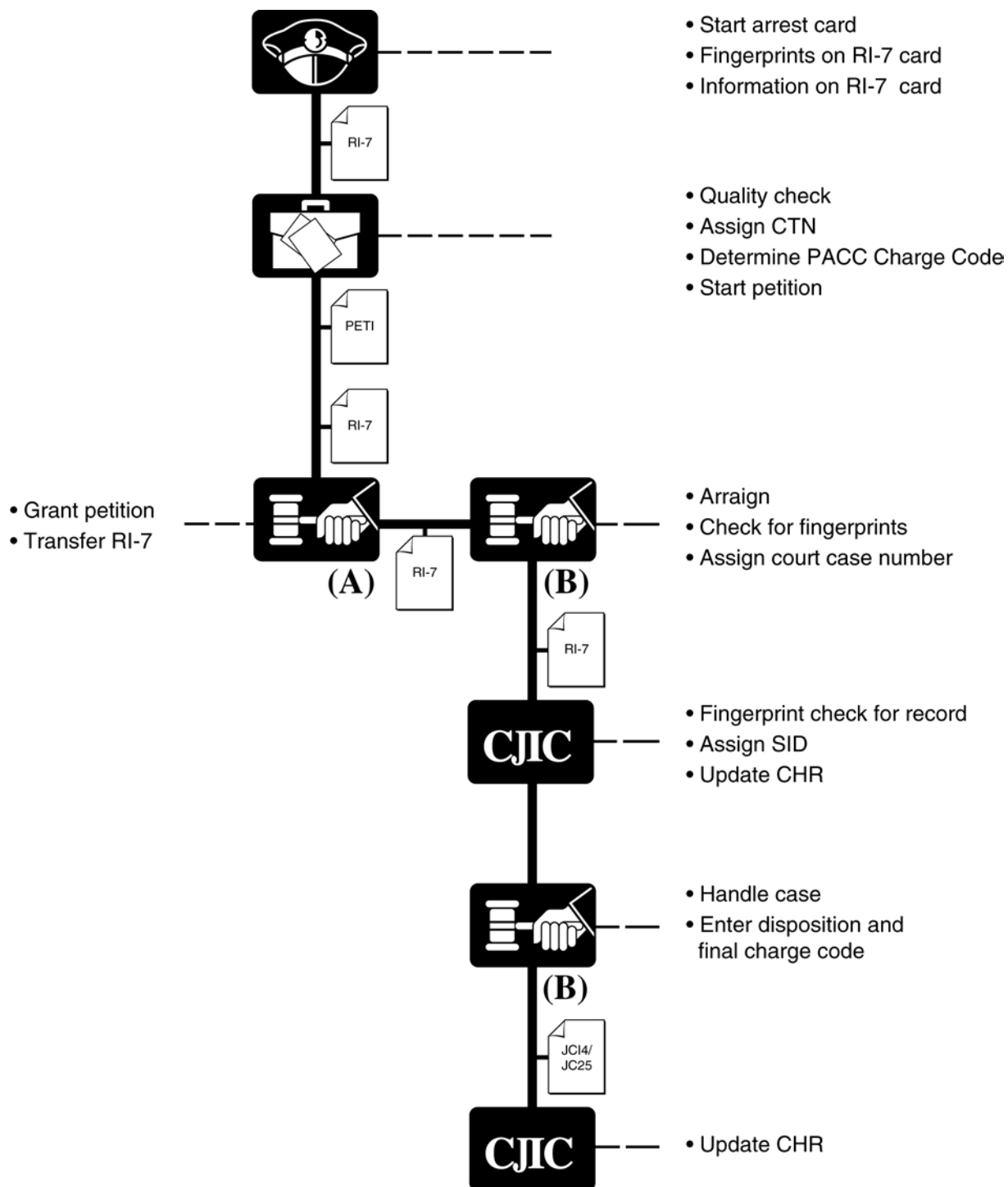


Figure 9-2
Transfer of Jurisdiction

9.5 Juvenile Offense Disposition Reporting

Juvenile court can file a disposition using either the JC 14 form or it can refer the case to the Michigan Family Independence Agency using the JC 25 form.

9.5.1 Order For Disposition - Delinquency Proceedings JC 14

Juvenile court uses this disposition form to record and report whether material allegations are sustained.

Instructions:

Enter CHR disposition reporting data elements.

- Fill in codes and personal data. Some of this information appears on the RI-7 and must match. Particularly check that the name used at arrest and the one on the JC 14 are the same.
- Fill in Box 5 for any material allegations sustained. PACC charge codes are required to identify the adjudicated charges.
- Fill in the "IT IS ORDERED" section with the outcome of the hearing.

Submit copy of completed form to CJIC after final disposition.

Instructions for Dismissal:

If all or some of the material allegations are sustained but the court warns the juvenile and dismisses the petition, check Box 10.

If none of the material allegations are sustained, check Box 14.

❑ Note:

If the court sustains material allegations for any charges, the RI-7 will not be returned to the juvenile.

JC 14

Instructions for Multiple Incidents (CTNs) Under One Court Case Number:

When probate court consolidates multiple incidents, each having a different arrest fingerprint card and assigned CTN, the disposition must reflect all reported CTNs.

For CJIC to enter the appropriate disposition for reported incidents, disposition forms must either:

- cross reference each material allegation and CTN, or
- use a separate form to report dispositions for each CTN.

If this is not done, incidents entered on the Criminal History Record based on separate fingerprint cards and CTNs will remain on the Criminal History Record without disposition.

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY		ORDER OF DISPOSITION COMMITMENT OR REFERRAL TO FAMILY INDEPENDENCE AGENCY (DELINQUENCY PROCEEDINGS), PAGE 1		CASE NO. PETITION NO.	
Court address		Court telephone no.			
OR MI- Police Report No.		CITY/TOWN		SD	DOR
1. In the matter of (name(s), alias(es))					
2. Date of hearing: _____ Judge/Referee: _____ Bar no. _____					
3. Notice of hearing for the disposition was given as required by law.					
4. The juvenile has appeared in court in person with parent(s), guardian, legal custodian, guardian ad litem, and <input type="checkbox"/> had <input type="checkbox"/> waived an attorney.					
5. An adjudication was held and the court determined that the juvenile committed the following offense(s) and/or the following offense(s) have been dismissed:					
ADJUDICATED BY Court, Dept, Court, Jury		DISMISSED BY		CHARGE CODE(S) MCL Citation/PACC Code	
*For plea: insert "A" for admission or "NC" for notis contendere. For dismissal: insert "D" for dismissed by court or "NP" for dismissed by prosecutor/plea/nit.					
6. Specific findings of fact and law regarding this proceeding have been made on the record.					
<input type="checkbox"/> 7. HIV testing and sex offender registration is completed.					
<input type="checkbox"/> 8. The juvenile has been fingerprinted according to MCL 28.243.					
<input type="checkbox"/> 9. The offense adjudicated is abtractable to the Secretary of State (under 257.425(2)(a), 257.732, 324.80131, 324.81134(12), 324.81135(7), 324.82157, or 323.7406a(11)). The juvenile's driver license number is: _____					
<input type="checkbox"/> 10. The licensing sanction is reportable to the State Police (under MCL 333.7406a(11) or 257.425(2)(b)).					
<input type="checkbox"/> Revoked. <input type="checkbox"/> Suspended _____ days. <input type="checkbox"/> Restricted _____ days.					
THE COURT FINDS:					
<input type="checkbox"/> 11. It is contrary to the welfare of the juvenile to remain in the home.					
<input type="checkbox"/> 12. Based on _____ <input type="checkbox"/> the following findings (attach list if more space is needed)					
<input type="checkbox"/> the report _____ identity type of report _____ dated _____					
<input type="checkbox"/> testimony of _____ backed up by written transcript _____ Name _____					
NOTE: If the juvenile had been previously removed from the home, was then returned to the home, and is being removed again through this order, contrary to the welfare and reasonable efforts findings must be made even though the findings had been made at a prior hearing.					
Do not write below this line - For court use only					
(SEE SECOND PAGE)					
Upon disposition of a juvenile offense as defined under MCL 28.241a(7), the clerk of the court shall send a copy of this order to the Michigan State Police Criminal Justice Information Center to create a criminal history record as required by MCL 712A.18(11).					
MCL 400.55(n), MCL 712A.18, MCL 712A.20, MCL 712A.24, MCL 803.301, MCR 3.936, MCR 3.943					
JC 25 (8/03) ORDER OF DISPOSITION, COMMITMENT OR REFERRAL TO FAMILY INDEPENDENCE AGENCY (DELINQUENCY PROCEEDINGS), PAGE 1					

JC 25

9.5.2 Order of Disposition Commitment or Referral to Family Independence Agency (FIA) Delinquency Proceedings - JC 25

Juvenile court uses this disposition form to commit or refer a juvenile to FIA and as a supplemental disposition for probation violations that result in commitment to FIA.

Instructions:

Enter all required CHR disposition reporting data.

- Fill in codes and personal data. Some of this information appears on the RI-7. Particularly check that the name used at arrest and the one on the JC 25 are the same.
- Fill in Box 5 for any material allegations sustained. PACC charge codes are required.
- Fill in Box 12.
- Fill in restitution and service fee information.

Submit copy of completed form to CJIC after final disposition.

9.5.3 Order Committing Juvenile to the Family Independence Agency - CC 236

Circuit court uses this disposition form to commit or refer a juvenile to FIA and as a supplemental disposition for probation violations that result in commitment to FIA.

Instructions:

Enter all required CHR disposition reporting data.

- Fill in codes and personal data. Some of this information appears on the RI-7. Particularly check that the name used at arrest and the one on the CC 236 are the same.
- Fill in Box 1 for any crimes the juvenile was found guilty. PACC charge codes are required.
- Fill in Box 7.
- Fill in restitution and service fee information per statement 13.

Submit copy of completed form to CJIC after final disposition.

Approved: SCAO		Original - Court 1st copy - Facility 2nd copy - Facility (for return)		3rd copy - Michigan State Police CJIC 4th copy - Defendant (juvenile) 5th copy - Prosecutor	
STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY		ORDER COMMITTING JUVENILE TO FAMILY INDEPENDENCE AGENCY		CASE NO.	
Dkt. No. Police Report No.		Court address		Court telephone no.	
THE PEOPLE OF THE STATE OF MICHIGAN		v		Juvenile's name, address, and telephone no. CITIZEN SID DOB	
Prosecuting attorney name Bar no.				Juvenile's attorney name Bar no.	
THE COURT FINDS:					
1. The juvenile was found guilty on _____ of the crime(s) as stated below:					
Court	CONVICTED BY Plea* Court Jury	DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code	
*For plea, insert "G" for guilty plea, "NC" for nolo contendere, or "M" for guilty but mentally ill. For dismissal, insert "D" for dismissed by court or "NP" for dismissed by prosecutor/plea.					
2. The conviction is reportable to the Secretary of State (under MCL 257.625(20)(a), 257.732, 324.80131, 324.81134(12), 324.81135(7), 324.82157, or 333.74084(11)). The juvenile's driver license number is: _____					
3. Licensing sanction reportable to State Police (under MCL 333.74084(11) or 257.625(20)(b)).					
<input type="checkbox"/> Revoked <input type="checkbox"/> Suspended _____ days <input type="checkbox"/> Restricted _____ days.					
4. HIV testing and sex offender registration is completed.					
5. The juvenile has been fingerprinted according to MCL 28.243.					
IT IS ORDERED:					
6. Juvenile is placed on probation and committed to the Michigan Family Independence Agency (FIA) under MCL 803.301 et seq. (see separate order for probation).					
7. The Director of the Michigan FIA is appointed special guardian to receive any benefits now due or to become due the juvenile from the government of the United States.					
8. Pending transfer to the FIA temporary custody is as follows:					
<input type="checkbox"/> 9. The juvenile is initially placed <input type="checkbox"/> in the home <input type="checkbox"/> with _____ Name of facility					
in a treatment program as follows: _____					
10. The FIA shall forward to the court a semi-annual progress report on the juvenile (MCL 803.223).					
11. The FIA shall notify the court at least 91 days before the juvenile's 19th birthday of the need to schedule a commitment review hearing (MCL 769.16).					
12. The FIA shall forward to the court a commitment review report for the hearing (MCL 803.225).					
13. Reimbursement for the cost of care and service shall be paid as follows:					
14. The juvenile shall pay: \$60.00 for Crime Victim Rights Fund. <input type="checkbox"/> \$60.00 for DNA sample. <input type="checkbox"/> \$150.00 for forensic fee. Fines, costs, and restitution are ordered as follows:					
15. Other: _____					
Date _____		Judge _____		Bar no. _____	
MCL 769.1 et seq., MCL 771.7(2), MCL 775.22, MCL 780.768					
CC 236 (602) ORDER COMMITTING JUVENILE TO FAMILY INDEPENDENCE AGENCY					

CC 236

9.6 Setting Aside a Juvenile Adjudication

MCL 712A.18e, last amended by Public Act 256 of 1996, allows a person to apply to have a juvenile adjudication set aside if:

- five years have elapsed since conclusion of the court sentence, or when the juvenile defendant becomes 24 years of age, whichever ever occurs later.
- the individual has not had any other criminal involvement.

Unless the adjudication is:

- for a traffic offense that is either a misdemeanor or felony,
- or would be a felony with life imprisonment in adult court.

CJIC uses fingerprints to identify the individual and search the records to assure there are no records prohibiting “Setting Aside,” the adjudication. To process an application, CJIC must receive:

- Application to Set Aside Adjudication JC 66
- State Applicant Fingerprint card and a \$30 fee.

CJIC responds to the court with the results of the file search by fingerprint. A notation of receipt of application is entered on the Criminal History Record. The record remains public information as an adjudication. When the court form JC 66 is received, having the Judges signature approving the “Setting Aside of Adjudication,” the record becomes “A Non Public Record ,” with the limited access except:

1. For consideration in a licensing function conducted by an agency of the judicial branch of state government.
2. For consideration by a law enforcement agency if a person whose adjudication has been set aside applies for employment with the law enforcement agency.
3. To show that the person who has filed an application to set aside an adjudication has previously had an adjudication set aside pursuant to this section.
4. For the courts consideration in determining the sentence to be imposed upon conviction for a subsequent offense that is punishable as a felony or by imprisonment for more than one year.
5. For consideration by the governor, if a person whose adjudication has been set aside applies for a pardon for another offense.

9.7 Return/Destruction of Prints

If the juvenile offender is adjudicated and found not to be within the provisions for authorizing a petition, or is dismissed of the charges, the fingerprint RI-7 must be destroyed or returned within 60 days. CJIC will proceed with the process to destroy fingerprints and purge the Criminal History Record unless:

- the offense is a sex offense, or
- the person has a prior conviction other than a misdemeanor traffic offense.

Section 10

Misdemeanor and Ordinance Reporting

This section describes manual reporting procedures for misdemeanor punishable by (less than 93 days or \$1,000 fine) and ordinance violations which reports offenses defined substantially the same as incidents identified by state law.

10.1 Introduction

Proper reporting of misdemeanor convictions requires a coordinated effort between law enforcement, the prosecutor's office, and the court. All three agencies must work together to identify reportable offenses and select appropriate procedures.

Any charges punishable by sentences over 92 days or \$1,000 fine are tracked through the criminal justice system using a CTN.

Misdemeanor reporting procedures identified in this section are for low court misdemeanors punishable by sentences of less than 93 days or \$1,000 fine.

Convictions for local ordinance violations for offenses which are substantially the same as offenses defined in state law shall be reported to CJIC using the same approach as these misdemeanors.

In addition to the normal misdemeanor sequence, this section will also cover these exceptions:

1. Convictions that do not need to be reported
 - Civil infraction traffic convictions
 - Sentence is under \$100 and no jail time

2. Trackable cases

A trackable case, is a criminal case; **as distinguished from an ordinance or civil case**, which is punishable by sentences of 93 days or a fine of \$1,000.

☐ **Note:**

Trackable cases also include misdemeanors identified through the **"Notice of Prior"** procedure identified in **Section 5.4**.

1. Limited use dismissals

A case that has been dismissed by the court under one of the following limited-use statutes:

- Drug Use and Possession (MCL 333.7411)
- Parental kidnapping (MCL 780.350a)
- Domestic assault, also called Spouse Abuse (MCL 769.4a)

10.2 Processing Misdemeanors

Low court misdemeanors involve state offenses punishable by:

- fines under \$1,000 and/or
- jail time less than 93 days;
- and /or civil violations of **Personal Protection Orders**.

10.2.1 Steps to Submitting Low Court Misdemeanors

CJIC has created a “pre-labeled” RI-7 fingerprint card. The label contains a Transaction Control Number (TCN). These cards must be used to report a low court misdemeanor offense.

Figure 10-1, “Low Court Misdemeanors” shows the flow of CRR procedures.

❑ Note:

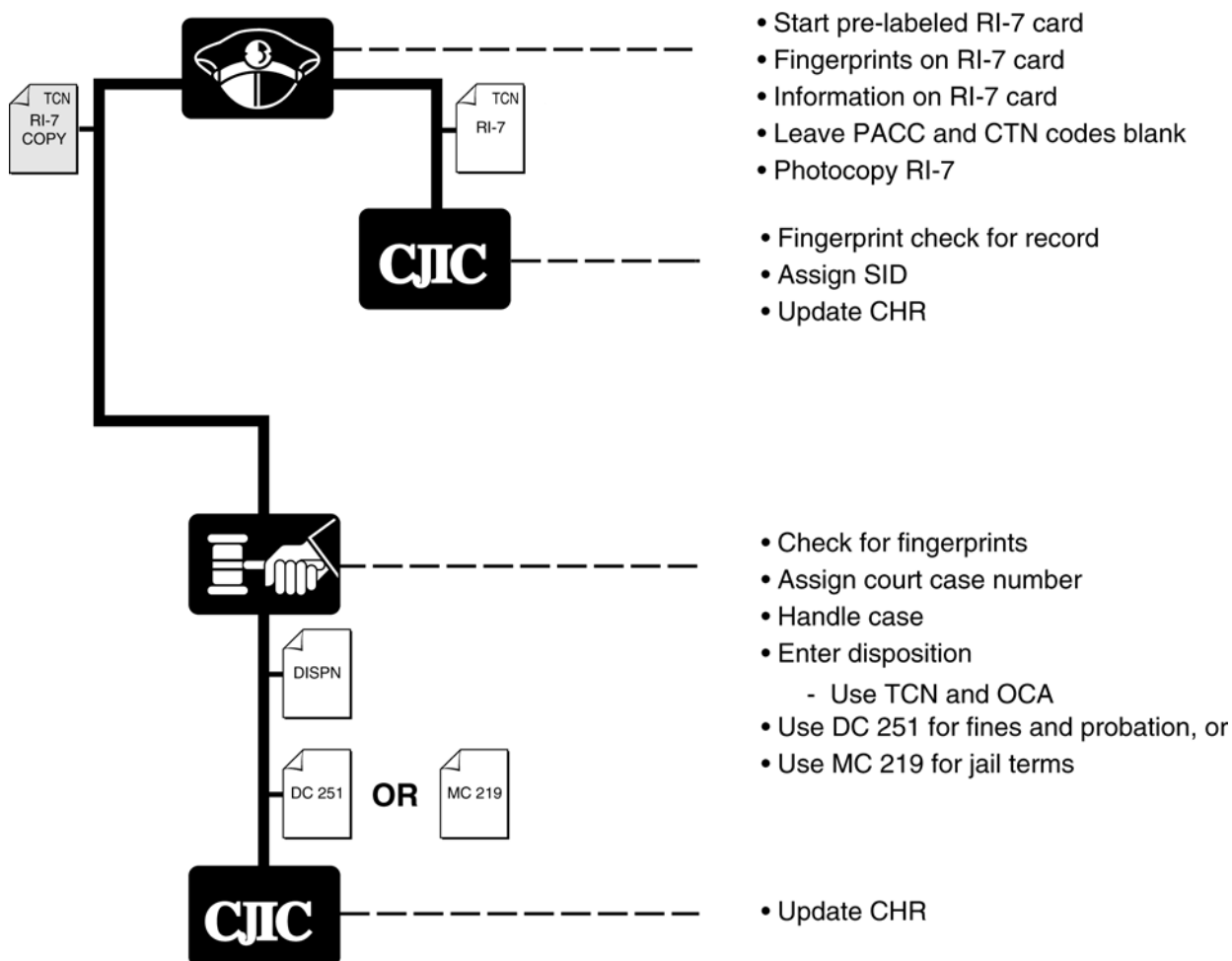
If law enforcement does not use the “pre-labeled” RI-7, then the arrest card must be submitted along with the final conviction disposition.

CJIC will accept palm prints if submitted, but they must accompany the completed RI-7.

Pre-labeled RI-7 fingerprint cards can be ordered by contacting the MSP Warehouse.

Mail Order Form To (or fax to (517) 333-2755):

Michigan Department of State Police
714 S. Harrison Rd.
East Lansing, MI 48823



EXPLAINIT®
Integrated Instruction
www.explainers.com

Figure 10-1
Low Court Misdemeanors

10.3 Local Ordinances

Like low court misdemeanors, local ordinance violations should be submitted to CJIC following the same steps outlined in Section 10.2.1. Clearly designate the offense as a local ordinance violation on both the RI-7 and appropriate court disposition form:

1. Mark “O” in Box E30.
2. When using the PACC code of a state statute similar to a local ordinance, indicate “local ordinance” in Box E32 along with the PACC code.
3. If there is no appropriate PACC code, describe the local ordinance and write “local ordinance” in Box E28.
4. Write “local ordinance” on the appropriate court disposition form which shall specify the final charge description.

10.4 Conviction - Reporting Required

Certain traffic convictions must be reported to CJIC regardless of the maximum sentence.

Convictions for traffic misdemeanors listed in **Table 10-1** must always be reported, as must local ordinances that correspond to these state statutes.

Table 10-1
Reportable Traffic Misdemeanor Convictions

PACC Charge Code	MCL No.	Description	Replaces
257.6251-A	257.625(1)	Operating-OUI/Per Se	257.652 257.6251 257.6252
257.6253-A	257.625(3)	Operating Impaired	257.625B1
257.9041B	257.904(1)(b)	Operating Lic. Susp., revoked, denied and/or allowing suspended person to operate	257.9041
257.904A	257.904(1)(a)	Operating suspended for failure to answer citation	257.9042

10.4.1 Trackable Cases

Courts must assure that a disposition is always reported to CJIC when the case originated with potential punishment of 93 days/\$1000.00 fine and a CTN was assigned even though the case was reduced to a lesser offense.

Non compliance with this requirement leaves the reported arrest on the Criminal History Record without a disposition.

Table 10-2 lists trackable traffic offenses punishable by imprisonment of 93 days. These offenses, like those in **Table 10-1**, must be reported to CJIC.

Table 10-2
Traffic Offenses Punishable By
More Than 92 Days

Code PACC Charge	Maximum Sentence	Description	Replaces
257.602A	1 year and/or \$1,000	Police Officer - Fleeing (Motor Vehicle Code)	N/A
257.617A	1 Year and/or \$1,000	Failure to Stop Personal Injury Accident	N/A
257.6256B	Up to 1 Year Jail; \$200-\$1,000 Fine License Revoked	OUI/Per Se - 2 nd Offense	257.6255 257.6255-B
257.62510B	Up to 1 Year Jail; \$200-\$1,000 Fine; License Suspended 6 months 2 yr.	Operating - Impaired - 2 nd Offense Notice	257.6025B3
257.62510C	Up to 1 Year Jail; \$200-\$1,000 Fine; License Revoked	Operating - Impaired - 3 rd Offense	257.625B4
257.905-B	2 Days to 1 Year and/or \$500 Fine	Operate - While Suspended for Failure to Prove Financial Responsibility	N/A
257.9041C	1 Year/ \$1,000	Operating - License Suspended, Revoked, Denies/Allowing Suspended Person 2 nd Subsequent Offense	257.9043

10.5 Conviction - No Reporting Required

It is not necessary to report the following convictions except at the order of a judge:

- civil infraction traffic convictions
- misdemeanors where fines are less than \$100 and no jail time.

❏ Note:

This does not apply to trackable cases (See **Section 10.4.1** for information on trackable cases).

10.5.1 Civil Infraction Traffic Convictions

If a misdemeanor is authorized and the conviction is for a civil infraction, no RI-7 or disposition form is submitted.

10.5.2 Misdemeanors Less than \$100, No Jail Time

If a misdemeanor is punishable by less than \$100 and involves no jail time, except as an alternative sentence, do not send the RI-7 or any other forms to CJIC unless ordered to do so by a judge.

10.6 Limited Use Dismissal

CJIC maintains non-public files for certain misdemeanors after the court dismisses the case under the limited use statute. A non-public file is maintained for the following offenses:

- Drug Possession or Use (MCL 333.7411)
- Domestic Assault (Spouse Abuse) (MCL 769.4a)
- Parental Kidnapping (MCL 780.350a)

Form MC 245 (see **page 8-13**) is only sent to CJIC for limited use dismissals. CJIC can only accept the MC 245 if the case started as a trackable offense, or the RI-7 accompanies it.

CJIC retains the RI-7 and other forms related to the case as a non-public criminal history record. This occurs for trackable offenses as well as for other misdemeanors dismissed under the limited use statutes.

10.6.1 Drug Possession or Use

MCL 333.7411 provides dismissal status for individuals charged with possession or use of controlled substances. An individual can only use this option once.

10.6.2 Domestic Assault (Spouse Abuse)

MCL 769.4a provides dismissal status for individuals dismissed from charges of assaulting a:

- spouse
- former spouse
- person living in the same household as an assaulted spouse or former spouse, or
- person who lived in the same household as an assaulted spouse or former spouse.

An individual may use this option once.

10.6.3 Parental Kidnapping

MCL 780.350a provides dismissal status for adoptive or natural parents charged with kidnapping a child for more than 24 hours. An individual can only use this option once.

10.7 Processing Non-Public Files

The following conditions warrant a non-public file under the limited use statute:

- An individual pleads guilty to or is found guilty of the charges,
- The court places the individual on probation with that individual's consent, and
- The court discharges the individual and dismisses court proceedings.

☐ **Note:**

The discharge is not considered a conviction and does not imply guilt. These steps start a non-public file:

1. The court fills out the MC 245 form.
 - For drug use or possession, check Box 2.
 - For spouse abuse, check Box 3.
 - For parental kidnapping, check Box 4
2. The court sends the MC 245 and RI-7 to CJIC.

☐ **Note:**

The non-public file can only be viewed to determine if the subject has previously made use of the provisions of the statute.

Appendix A

MCL 28.241 through 28.247

State Police - Criminal Identification And Records - Fingerprints, Reports By Local Law Enforcement Agencies, Etc.

MCL 28.241 BUREAU OF CRIMINAL RECORDS (Act 289 of 1925)

28.241 Central records division of the department of state police; are responsible for criminal and juvenile identification and records; apparatus and materials.

Sec. 1. The central records division of the department of state police shall be responsible for criminal and juvenile identification and records. The division shall be supplied with the necessary apparatus and materials for collecting, filing, and preserving criminal and juvenile records filed within the division.

History: 1925, Act 289, Imd. Eff. May 13, 1925;--CL 1929, 567;--Am. 1931, Act 197, Imd. Eff. May 28, 1931;--CL 1948, 28.241;--Am. 1986, Act 231, Eff. June 1, 1987;--Am. 1988, Act 40, Eff. June 1, 1988. 1996, Act 259, Eff. Jan 1, 1997

MCL 28.241a
BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(Act 289 of 1925)

28.241a Definitions.

Sec. 1a. As used in this act:

(a) "Commanding officer" means the department of state police employee in charge of the central records division.

(b) "Criminal history record information" means name; date of birth; fingerprints; photographs, if available; personal descriptions, including physical measurements, identifying marks, scars, amputations, and tattoos; aliases and prior names; social security and driver's license numbers and other identifying numbers; and information on misdemeanor convictions and felony arrests and convictions.

(c) "Division" means the central records division of the department of state police.

(d) "Felony" means a violation of a penal law of this state for which the offender may be punished by imprisonment for more than 1 year, or an offense expressly designated by law to be a felony.

(e) "Juvenile history record information" means name; date of birth; fingerprints; photographs, if available; personal descriptions, including physical measurements, identifying marks, scars, amputations, and tattoos; aliases and prior names; social security and driver's license numbers and other identifying numbers; and information on juvenile offense arrests and adjudications.

(f) "Juvenile offense" means an offense committed by a juvenile which, if committed by an adult, would be a violation or an attempted violation of section 72, 83, 84, 86, 88, 89, 91, 110, 110a(2), 186a, 316, 317, 349, 360, 413, 520b, 520c, 520d, 520g, 529, 529a, 530, or 531 of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.72, 750.83, 750.84, 750.86, 750.88, 750.89, 750.91, 750.110, 750.110a, 750.110a(2), 750.186a, 750.316, 750.317, 750.349, 750.360, 750.413, 750.520b, 750.520c, 750.520d, 750.520g, 750.529, 750.529a, 750.530, 750.531, and 750.531a of the Michigan Compiled Laws, or section 7401(2)(a)(i) or 7403(2)(a)(i) of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.7401 and 333.7403 of the Michigan Compiled Laws.

(g) "Misdemeanor" means either of the following:

(i) A violation of a penal law of this state which is not a felony, or a violation of an order, rule, or regulation of a state agency that is punishable by imprisonment or a fine that is not a civil fine.

(ii) A violation of a local ordinance which substantially corresponds to state law.

History: Add. 1986, Act 231, Eff. June 1, 1987;--Am. 1988, Act 40, Eff. June 1, 1988;--Am. 1994, Act 196, Eff. Oct. 1, 1994.

MCL 28.242

BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS (Act 289 of 1925)

28.242 Duties of commanding officer.

Sec. 2. (1) The commanding officer of the division shall procure and file for purposes of criminal identification criminal history record information on all persons who have been convicted within the state of a felony or a misdemeanor, or both. The commanding officer of the division shall procure and file for purposes of juvenile identification juvenile history record information on all juveniles who have been adjudicated to have committed a juvenile offense within the state.

(2) The commanding officer shall provide all reporting officials with forms, numerical identifiers, and instructions which specify in detail the nature of the information required, the time it is to be forwarded, the method of classifying, and other matters to facilitate criminal and juvenile history record information collection and compilation.

(3) The commanding officer shall file the fingerprint impressions and photographs, if available, of all persons confined in a prison or other state correctional facility.

History: 1925, Act 289, Imd. Eff. May 13, 1925;--CL 1929, 568;--Am. 1931, Act 197, Imd. Eff. May 28, 1931;--Am. 1937, Act 205, Eff. Oct. 29, 1937;--CL 1948, 28.242;--Am. 1978, Act 538, Imd. Eff. Dec. 22, 1978;--Am. 1986, Act 231, Eff. June 1, 1987;--Am. 1988, Act 40, Eff. June 1, 1988.

MCL 28.243
BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(Act 289 of 1925)

28.243 Fingerprints of person arrested; forwarding fingerprints; failure to produce satisfactory evidence of identification; return of fingerprints to arresting agency; arrest of person for misdemeanor; unauthorized petition or release of person arrested without charge; return of fingerprints, arrest card, and description; failure to return information; notice to commanding officer; effect of finding accused not guilty; right of accused to obtain court order; petition for mandamus; duties of clerk on final disposition of charge; contents of report; comparison of fingerprints and identification with those on file; informing arresting agency and prosecuting attorney; applicability of provisions; prohibited conduct under subsection (3).

Sec. 3. (1) The police department of a city or village, the police department of a township, the sheriff's department of a county, the department of state police, and any other governmental law enforcement agency in the state, immediately upon the arrest of a person for a felony or for a misdemeanor for which the maximum possible penalty exceeds 92 days imprisonment or a fine of \$1,000.00, or both, or for a juvenile offense, shall take the person's fingerprints in duplicate and forward the fingerprints to the department of state police within 72 hours after the arrest. One set of fingerprints shall be sent to the division on forms furnished by the commanding officer, and 1 set of fingerprints shall be furnished to the director of the federal bureau of investigation on forms furnished by the director.

(2) The police department of a city or village, the police department of a township, the sheriff's department of a county, the department of state police, and any other governmental law enforcement agency in the state may take 1 set of fingerprints of a person who is arrested for a misdemeanor punishable by imprisonment for not more than 92 days, or a fine of not more than \$1,000.00, or both, and who fails to produce satisfactory evidence of identification as required by the section 1 of Act. No. 44 of the Public Acts of 1961, being section 780.581 of the Michigan Compiled Laws. These fingerprints shall be forwarded to the department of state police immediately. Upon completion of the identification process by the department of state police, the fingerprints shall be returned to the arresting agency.

(3) The police department of a city or village, the police department of a township, the sheriff's department of a county, the department of state police, and any other governmental law enforcement agency in the state, upon the arrest of a person for a misdemeanor may take the person's fingerprints on forms furnished by the commanding officer, but may not forward the fingerprints to the department unless the person is convicted of a misdemeanor.

(4) If a petition is not authorized for a juvenile accused of a juvenile offense or if a person arrested for having committed a felony or a misdemeanor is released without a charge made against him or her, the official taking or holding the person's fingerprints, arrest card, and description shall immediately return this information to the person without the necessity of a request. If this information is not returned, the person shall have the absolute right to demand and receive its return at any time after the person's release and without need to petition for court action. The local police agency shall notify the commanding officer in writing that no petition was authorized against the juvenile or that no charge was made

against the arrested person if the juvenile's or arrested person's fingerprints were forwarded to the department.

(5) If a juvenile is adjudicated and found not to be within the provisions of section 2(a)(1) of Act No. 288 of the Public Acts of 1939, being section 712A.2 of the Michigan Compiled Laws or if an accused is found not guilty of the offense, the arrest card, the fingerprints, and description shall be returned to him or her by the official holding this information. If for any reason the official holding the information does not return the information within 60 days of the adjudication or the finding of not guilty, the accused shall have the right to obtain an order from the court having jurisdiction over the case for the return of the information. If the order of return is not complied with, the accused shall have the right to petition the juvenile division of the probate court of the county where the original petition was filed or the circuit court of the county where the original charge was made for a preemptory writ of mandamus to require issuance of the order of return. Upon final disposition of the charge against the accused, the clerk of the court entering the disposition shall notify the commanding officer of any finding of not guilty or not guilty by reason of insanity, dismissal, or nolle prosequi, if it appears that the accused was initially arrested for a felony or a misdemeanor punishable by imprisonment for more than 92 days or of any finding that a juvenile accused of a juvenile offense is not within the provisions of section 2(a)(1) of Act No. 288 of the Public Acts of 1939.

(6) Upon final disposition of the charge against the accused, the clerk of the court entering the disposition shall immediately advise the commanding officer of the final disposition of the arrest for which the accused was fingerprinted if a juvenile was adjudicated to have committed a juvenile offense or if the accused was convicted of a felony or a misdemeanor. With regard to any adjudication or conviction, the clerk shall transmit to the commanding officer information as to any adjudication or finding of guilty or guilty but mentally ill; any plea of guilty, nolo contendere, or guilty but mentally ill; the offense of which the accused was convicted; and a summary of any deposition or sentence imposed. The summary of the sentence shall include any probationary term; any minimum, maximum, or alternative term of imprisonment; the total of all fines, costs, and restitution ordered; and any modification of sentence. If the sentence is imposed under any of the following sections, the report shall so indicate.

(a) Section 7411 of the public health code, Act. No. 368 of the Public Acts of 1978, being section 333.7411 of the Michigan Compiled Laws.

(b) Sections 11 to 15 of chapter II of the code of criminal procedure, Act. No. 175 of the Public Acts of 1927, being sections 762.11 to 762.15 of the Michigan Compiled Laws.

(c) Section 4a of chapter IX of the code of criminal procedure, Act. No. 175 of the Public Acts of 1927, being section 769.4a of the Michigan Compiled Laws.

(d) Section 350a (4) of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being section 750.350a of the Michigan Compiled Laws.

(7) The commanding officer shall record the disposition of each charge and shall inform the director of the federal bureau of investigation of the final disposition of the felony or misdemeanor arrest.

(8) The commanding officer shall compare the fingerprints and description received with those already on file and if the commanding officer finds that the person arrested has a criminal record, the commanding officer shall immediately inform the arresting agency and prosecuting attorney of this fact.

(9) The provisions of this section requiring the return of the fingerprints, arrest card, and description shall not apply in the following cases:

(a) The person arrested was charged with the commission or attempted commission, or if the person arrested is a juvenile, was charged with an offense which if committed by an adult would constitute the commission or attempted commission, of a crime with or against a child under 16 years of age, or the crime of criminal sexual conduct in any degree, rape, sodomy, gross indecency, indecent liberties, or child abusive commercial activities.

(b) The person arrested has a prior conviction other than a misdemeanor traffic offense, unless a judge of a court of record, except the probate court, by express order entered on the record, orders the return.

(10) Subsection (3) does not permit the forwarding to the department of the fingerprints of a person accused and convicted under the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being sections 257.1 to 257.923 of the Michigan Compiled Laws, or under a local ordinance substantially corresponding to a provision of Act No. 300 of the Public Acts of 1949, unless the offense is punishable upon conviction by imprisonment for more than 92 days or is an offense which would be punishable by imprisonment for more than 92 days as a second conviction.

History: 1925, Act 289, Imd. Eff. May 13, 1925;--Am. 1929, Act 197, Imd. Eff. May 20, 1929;--CL 1929, 569;--Am. 1931, Act 197, Imd. Eff. May 28, 1931;--Am. 1937, Act 205, Eff. Oct. 29, 1937;--CL 1948, 28.243;--Am. 1951, Act 99, Eff. Sept. 23, 1951;--Am. 1958, Act 92, Eff. Sept. 13, 1958;--Am. 1959, Act 176, Eff. Mar. 19, 1960;--Am. 1978, Act 538, Imd. Eff. Dec. 22, 1978;--Am 1986, Act 231, Eff. June 1, 1987;--Am 1988, Act 40, Eff. June 1, 1988;--Am. 1989, Act 97, Imd. Eff. June 21, 1989.

MCL 28.243a**BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(ACT 289 OF 1925)**

28.243a Fingerprinting; refusal or resistance as misdemeanor.

Sec. 3a. Any person required to have his or here fingerprints taken under section 3 who refuses to allow or resists the taking of his or her fingerprints is guilty of a misdemeanor. Such person must be advised that his or her refusal constitutes a misdemeanor.

History: Add. 1968, Act 174, Eff. Nov. 15, 1968;--Am. 1986, Act 231, Eff. June 1, 1987.

MCL 28.244**BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(Act 289 of 1925)**

28.244 Cooperation with bureaus in other states, federal bureau of investigation, and United States justice department.

Sec. 4. The commanding officer shall cooperate with the bureaus in other states and with the federal bureau of investigation and the United States justice department, to develop and carry on a complete interstate, national, and international system of criminal identification and records.

History: 1925, Act 289, Imd. Eff. May 13, 1925;--CL 1929, 570;--Am. 1931, Act 197, Imd. Eff. May 28, 1931;--CL 1948, 28.244;--Am. 1986, Act 231, Eff. June 1, 1987.

MCL 28.245**BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(Act 289 of 1925)**

28.245 Local bureaus of identification; establishment.

Sec. 5 The commanding officer shall offer assistance and when practicable, instruction, to county sheriffs, chiefs of police, and other peace officers in establishing an efficient local bureau of identification in their districts.

History: 1925, Act 289, Imd. Eff. May 13, 1925;--CL 1929, 571;--CL 1948, 28.245;--Am. 1986, Act 231, Eff. June 1, 1987.

MCL 28.245a
BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(Act 289 of 1925)

28.245a Performance audits of criminal and juvenile history record information; report.

Sec. 5a. (1) The commanding officer may perform random performance audits of the criminal and juvenile history record information required under this act.

(2) If the commanding officer finds during a performance audit that criminal or juvenile history record information is not being supplied as required under this act, the commanding officer shall report this fact to the attorney general.

History: Add. 1986, Act 231, Eff. June 1, 1987;--Am. 1988, Act 40, Eff. June 1, 1988.

MCL 28.246
BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS
(Act 289 of 1925)

28.246 Neglect or refusal of officers or officials to perform duties as misdemeanor; penalty.

Sec. 6. Neglect or refusal of any of the officers or officials mentioned in sections 2, 3, and 7 to report as required under this act or to perform any other act required to be performed by him or her under this act shall constitute a misdemeanor, punishable by a fine of not less than \$25.00 nor more than \$100.00, or by imprisonment for not more than 60 days, or both. Such neglect or refusal shall also constitute nonfeasance of office and subject the official or officer to removal from office.

History: 1925, Act 289, Imd. Eff. May 13, 1925;--CL 1929, 572;--CL 1948, 28.246;--Am. 1986, Act 231, Eff. June 1, 1987.

MCL 28.247**BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS****(Act 289 of 1925)**

28.247 Sexually motivated crimes and juvenile offenses and crimes and juvenile offenses involving sexual conduct; reports; forms; filling; confidentiality; examination of reports; violation as misdemeanor; penalty.

Sec. 7. The sheriff of every county and the chief executive officer of the police department of every city, village, and township shall make reports of accused persons against whom a warrant has been issued and the disposition thereof in sexually motivated crimes and juvenile offenses and crimes and juvenile offenses involving sexual conduct verified as such and the disposition of cases resulting from such charges. The department of state police shall provide the forms necessary for reporting such information, and the department shall file the reports or copies of the reports in a separate confidential filing system. The reports shall be available for examination only by the attorney general, any prosecuting attorney, any court of record, the director of the state police, county sheriffs, and the chief executive officer of the police department of any city, village, or township and their authorized officers. The reports shall be held confidential except for official use. Any person who violates any of the confidential provisions of this section shall be guilty of a misdemeanor, punishable by imprisonment for not more than 1 year, or by a fine of not more than \$500.00, or both.

History: Add. 1955, Act 132, Imd. Eff. June 7, 1955;--Am. 1986, Act 231, Eff. June 1, 1987;--Am. 1988, Act 40, Eff. June 1, 1988.

Former law: See section 7 of act 289 of 1929, which was repealed by act 267 of 1945.

Appendix B

MCL 769.1 Section 29 Chapter IV and Section 16a Chapter IX

Criminal Defendants - State Of Michigan-Fingerprints - Report Of Final Disposition

AN ACT to amend section 1 of chapter IX of Act. No. 175 of the Public Acts of 1927, entitled as amended "An act to revise, consolidate, and codify the laws relating to criminal procedure and to define the jurisdiction, powers, and duties of courts, judges, and other officers of the court under the provisions of this act; to provide laws relative to the rights of persons accused of criminal offenses and ordinance violations; to provide for the arrest of persons charged with or suspected of criminal offenses and ordinance violations; to provide for bail of persons arrested or accused of criminal offenses and ordinance violations; to provide for the examination of persons accused of criminal offenses; to regulate the procedure relative to grand juries, indictments, information, and proceedings before trial; to provide for trials of persons complained of or indicted for criminal offenses and ordinance violations and to provide for the procedure in those trial; to provide for procedure relating to new trials and appeals in criminal and ordinance violation cases; to provide a uniform system of probation throughout this state and the appointment of probation officers; to prescribe the powers, duties, and compensation of probation officers; to provide penalties for the violation of the duties of probation officers; to provide for procedure governing proceedings to prevent crime and proceedings for the discovery of crime; to provide for fees of officers, witnesses, and others in criminal and ordinance violation cases; to set forth miscellaneous provisions as to criminal procedure in certain cases; to provide penalties for the violation of certain provisions of this act; and to repeal all acts and parts of acts inconsistent with or contravening any of the provisions of this act." as amended by Act No. 506 of the Public

Acts of 1980, being section 769.1 of the Michigan Compiled Laws; and to add section 29 to chapter IV and section 16a to chapter IX.

The People of the State of Michigan enact:

Section 1. Section 1 of chapter IX of Act. No. 175 of the Public Acts of 1927, as amended by Act No. 506 of the Public Acts of 1980, being section 769.1 of the Michigan Compiled Laws, is amended and section 29 to chapter IV and section 16a to chapter IX are added to read as follows:

CHAPTER IV

Sec. 29. (1) At the time of arraignment of a person on a complaint for a felony or a misdemeanor punishable by imprisonment for more than 92 days, the magistrate shall examine the court file to determine if the person has had fingerprints taken as required by section 3 of Act. No. 289 of the Public Acts of: 1925, being section 2.243 of the Michigan Compiled Laws.

(2) If the person has not had his or her fingerprints taken prior to the time of arraignment for the felony or the misdemeanor punishable by imprisonment for more than 92 days, upon completion of the arraignment, the magistrate shall do either of the following:

(a) Order the person to submit himself or herself to the police agency that arrested or obtained the warrant for the arrest of the person so that the person's fingerprints can be taken.

(b) Order the person committed to the custody of the sheriff or the taking of the person's fingerprints.

CHAPTER IX

Sec. 1. (1) A judge of a court having jurisdiction is authorized and empowered to pronounce judgment against and pass sentence upon a person convicted of an offense in a court upheld by that judge. The sentence shall not be in excess of the sentence prescribed by law.

(2) The sentencing of a person convicted of a felony or a misdemeanor punishable by imprisonment for more than 92 days shall not occur until the court has examined the court file and has determined that the fingerprints of the person have been taken.

Sec. 16a. (1) Except as otherwise provided in subsection (3), upon final disposition of an original charge against a person of a felony or a misdemeanor punishable by imprisonment for more than 92 days, the clerk of the court entering the disposition shall immediately advise the department of state police of the final disposition of the charge on forms approved by the state court administrator. The report to the department of state police shall include information as to the finding of the judge or jury, including a finding of guilty but mentally ill, not guilty, or not guilty by reason of insanity, or the person's plea of guilty, nolo contendere, or guilty but mentally ill; if the person was convicted, the offense of which the person was convicted; and a summary of any sentence imposed. The summary of the sentence shall include any probationary term; any minimum, maximum, or alternative term of imprisonment; the total of all fines, costs, and restitution ordered; and any modification of sentence. If the sentence is imposed under any of the following sections, the report shall so indicate:

(a) Section 7411 of the public health code, Act. No. 368 of the Public Acts of 1978, being section 3.7411 of the Michigan Compiled Laws.

(b) Sections 11 to 15 of chapter II of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being sections 762.11 to 762.15 of the Michigan Compiled Laws.

(c) Section 4a of chapter IX of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.4a of the Michigan Compiled Laws.

(2) Except as otherwise provided in subsection (3), upon sentencing of a person convicted of a misdemeanor or of a violation of a local ordinance substantially corresponding to state law, the clerk of the court imposing sentence immediately shall advise the department of state police of the conviction on forms approved by the state court administrator. The clerk of a court is not required to report a conviction under this subsection if the clerk is required to report the conviction under subsection (1).

(3) The clerk of a court is not required to and shall not, unless ordered by a judge of the court, report a conviction of a misdemeanor offense if either of the following apply

(a) The conviction is under the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being sections 257.1 to 257.923 of the Michigan Compiled Laws, or under a local ordinance substantially corresponding to a provision of Act No. 300 of the Public Acts of 1949, unless the offense is punishable by imprisonment for more than 92 days or is an offense which would be punishable by more than 92 days as a second conviction.

(b) A sentence of imprisonment is not imposed, except as an alternative sentence, and any fine and costs ordered total less than \$100.00.

(4) As part of the sentence for a conviction of an offense described in subsection (2), the court shall order that the fingerprints of the person convicted be taken and forwarded to the department of state police if fingerprints have not already been taken.

Section 2. This amendatory act shall not take effect unless House Bill No. 4254 of the 83rd Legislature is enacted into law.

Section 3. This amendatory act shall take effect June 1, 1987.

Approved Oct. 2, 1986.

Filed Oct. 3, 1986.

Appendix C

MCL 712.11 Section 11 and 18 Chapter XIIA (Excerpts Concerning Fingerprinting)

State Of Michigan
Juvenile Defendants Fingerprints - Report Of Final Disposition
(Excerpts)

AN ACT to amend sections 11 and 18 of chapter XIIA of Act No. 288 of the Public Acts of 1939, entitled as amended "An act to revise and consolidate the statutes relating to certain aspects of the organization and jurisdiction of the probate court of this state, the powers and duties of such court and the judges and other officers thereof, certain aspects of the statutes of descent and distribution of property, and the statutes governing the change of name of adults and children, the adoption of adults and children, and the jurisdiction of the juvenile division of the probate court; to prescribe the powers and duties of the juvenile division of the probate court, and the judges and other officers thereof; to prescribe the manner and time within which actions and proceedings may be brought in the juvenile division of the probate court; to prescribe pleading, evidence, practice, and procedure in actions and proceedings in the juvenile division of the probate court; to provide for appeals from the juvenile division of the probate court; to prescribe the powers and duties of certain state department, agencies, and officers; and to provide remedies and penalties for the violation of this act," section 11 as amended by Act No. 18 of the Public Acts of 1988 and section 18 as amended by Act No. 398 of the Public Acts of 1982, being sections 712.11 and 712A.18 of the Michigan Compiled Laws; and to add section 18e.

The People of the state of Michigan enact:

Section 1. Sections 11 and 18 of chapter XIIA of Act No. 288 of the Public Acts of 1939, section 11 as amended by Act No. 18 of the Public Acts of 1988 and section 18 as amended by Act No. 398 of the Public Acts of 1982 being sections 712A.11 and 712A.18 of the Michigan Compiled Laws, are amended and section 18e as amended are provided in the following excerpts specify how and when juveniles shall be fingerprinted:

CHAPTER XIIA IN PART

Sec. 11.(1) in part. Only the prosecuting attorney may file a petition requesting the court to take jurisdiction of a child allegedly within of this chapter. If the prosecuting attorney submits a petition requesting the court to take jurisdiction of a child within the authority of this chapter and it appears that formal jurisdiction should be acquired, the court shall authorize a petition to be filed.

(4) At the time a petition is authorized, the court shall examine the court file to determine if a child has had fingerprints taken as required by section 3 of Act No. 289 of the Public Acts of 1925, being section 28.243 of the Michigan Compiled Laws. If a child has not had his or her fingerprints taken, the court shall do either of the following:

(a) Order the child to submit himself or herself to the police agency that arrested or obtained the warrant for the arrest of the child so that child's fingerprints can be taken.

(b) Order the child committed to the custody of the sheriff for the taking of the child's fingerprints.

Sec. 18. (15) The court shall not enter an order of disposition for a juvenile offense as defined in section 1a of Act No. 289 of the Public Acts of 1925, being section 28.241a of the Michigan Compiled Laws, until the court has examined the court file and has determined that the child fingerprints have been taken as required by section 3 or Act No. 289 of the Public Acts of 1925, being section 28.243 of the Michigan Compiled Laws. If a child has not had his or her fingerprints taken, the court shall do either of the following:

(a) Order the child to submit himself or herself to the police agency that arrested or obtained the warrant for the arrest of the child so that child's fingerprints can be taken.

(b) Order the child committed to the custody of the sheriff for the taking of the child's fingerprints.

(16) Upon disposition or dismissal of a juvenile offense, the clerk of the court entering the disposition or dismissal shall immediately advise the department of state police of the disposition or dismissal on forms approved by the state court administrator. The report to the department of state police shall include information as to the finding of the judge or jury and a summary of the disposition imposed.

Sec. 18e. (1) Except as provided in subsection (2), a person who has been adjudicated of not more than 1 juvenile offense and who has no felony convictions may file an applications with the adjudicating court for the entry of an order setting aside the adjudication. A person may have only 1 adjudication set aside under this section.

(2) A person shall not apply to have set aside, nor may a judge set aside, an adjudication for an offense which if committed by an adult would be a felony for which the maximum punishment is life imprisonment or an adjudication for a traffic offense under the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being sections 257.1 to 257.923 of the Michigan Compiled Laws, or a local ordinance substantially corresponding to that act, which violation involves the operation of a vehicle and at the time of the violation is a felony or misdemeanor.

(3) An application shall not be filed until the expiration of 5 years following imposition of the disposition for the adjudication which the applicant seeks to set aside, or 5 years following completion of any term of detention for that adjudication, or when the person becomes 24 years of age, whichever occurs later.

(4) The application shall contain the following information and shall be signed under oath by the person whose adjudication is to be set aside:

- (a) The full name and current address of the applicant.
- (b) A certified record of the adjudication that is to be set aside.
- (c) A statement that the applicant has not been adjudicated of a juvenile offense other than the one that is sought to be set aside as a result of this application.
- (d) A statement that the applicant has not been convicted of any felony offense.
- (e) A statement as to whether the applicant has previously filed an application to set aside this or any other adjudication and, if so, the disposition of the application.
- (f) A statement as to whether the applicant has any other criminal charge pending against him or her in any court in the United States or in any other county.
- (g) A consent to the use of the nonpublic record created under subsection (13), to the extent authorized by subsection (13).

(5) The applicant shall submit a copy of the application and a complete set of fingerprints to the department of state police. The department of state police shall compare those fingerprints with the records of the department, including the nonpublic record created under subsection (13), and shall report to the court in which the application is filed the information contained in the department's records with respect to any pending charges against the applicant, any record of adjudication or conviction of the applicant, and the setting aside of any adjudication or conviction of the applicant. The court shall not act upon the application until the department of state police reports the information required by this subsection to the court.

(6) The copy of the application submitted to the department of state police pursuant to subsection (5) shall be accompanied by a fee of \$15.00 payable to the state of Michigan. The department of state police shall use the fee to defray the expenses incurred in processing the application.

(7) A copy of the application shall be served upon the attorney general and, if applicable, upon the office of the prosecuting attorney who prosecuted the offense. The attorney general and the prosecuting attorney shall have an opportunity to contest the application.

(8) Upon the hearing of the application, the court may require the filling of such affidavits and the taking of such proofs as it considers proper.

(9) Except as provided in subsection (10), if the court determines that the circumstances and behavior of the applicant from the date of the applicant's adjudication to the filling of the application warrant setting aside the adjudication and that setting aside the adjudication is consistent with the public welfare, the court may enter an order setting aside the adjudication. Except as provided in subsection (10), the setting aside of an adjudication under this section is a privilege and conditional, and is not a right.

(10) Notwithstanding subsection (9), the court shall set aside the adjudication of a person who was adjudicated for an offense which if committed by an adult would be a violation or an attempted violation of section 413 of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being section 750.413 of the Michigan Compiled Laws, if the person files an application with the court and otherwise meets the requirements of this section.

(11) Upon the entry of an order under this section, the applicant, for purposes of the law, shall be considered not to have been previously adjudicated, except as provided in subsection (13) and as follows:

(a) The applicant shall not be entitled to the remission of any fine, costs, or other sums of money paid as a consequence of an adjudication that is set aside.

(b) This section does not affect the right of the applicant to rely upon the adjudication to bar subsequent proceedings for the same offense.

(c) This section does not affect the right of a victim of an offense to prosecute or defend a civil action for damages.

(d) This section shall not be construed to create a right to commence an action for damages for detention under the disposition which the applicant served before the adjudication is set aside pursuant to this section.

(12) Upon the entry of an order under this section, the court shall send a copy of the order to the arresting agency and the department of state police.

(13) The department of state police shall retain a nonpublic record of the order setting aside an adjudication and of the record of the arrest, fingerprints, adjudication, and disposition of the applicant in the case to which the order applies. Except as provided in subsection (14), this nonpublic record shall be made available only to a court of competent jurisdiction, an agency of the judicial branch of state government, a law enforcement agency, a prosecuting attorney, the attorney general, or the governor upon request and only for the following purposes:

(a) For consideration in a licensing function conducted by an agency of the judicial branch of state government.

(b) For consideration by a law enforcement agency if a person whose adjudication has been set aside applies for employment with the law enforcement agency.

(c) To show that a person who has filed an application to set aside an adjudication has previously has an adjudication set aside pursuant to this section.

(d) For the court's consideration in determining the sentence to be imposed upon conviction for a subsequent offense that is punishable as a felony or by imprisonment for more than 1 year.

(e) For consideration by the governor, if a person whose adjudication has been set aside applies for a pardon for another offense.

(14) A copy of the nonpublic record created under subsection (13) shall be provided to the person whose adjudication is set aside under this section upon payment of a fee determined and charged by the department of state police in the same manner as the fee prescribed in section 4 of the freedom of information act, Act No. 442 of the Public Acts of 1976, being section 15.234 of the Michigan Compiled Laws.

(15) The nonpublic record maintained under subsection (13) shall be exempt from disclosure under Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled laws.

(16) A person, other than the applicant, who knows or should have know that an adjudication was set aside under this section, who divulges, uses, or publishes information concerning an adjudication set aside under this section, except as provided in subsection (13), is guilty of a misdemeanor.

Appendix D

Crime Class Codes

CRIMES AGAINST PERSON

0900 Murder
1000 Kidnapping
1100 Sexual Assault
1200 Robbery
1300 Assault
1400 Abortion

PROPERTY CRIMES

2000 Arson
2100 Extortion
2200 Burglary
2300 Larceny
2400 Motor Vehicle Theft
2500 Forgery/Counterfeiting
2600 Fraudulent Activities
2700 Embezzlement
2800 Stolen Property
2900 Damage To Property

MORALS/DECENCY CRIMES

3500 Controlled Substance Violations
3600 Sex Offenses
3700 Obscenity
3800 Family Offenses
3900 Gambling
4000 Commercialized Sex Offenses
4100 Liquor
(Except OUIL & Tax Revenue)

PUBLIC ORDER CRIMES

4800 Obstructing Police
4900 Escape/Flight
5000 Obstructing Justice
5100 Bribery
5200 Weapons Offenses
5300 Public peace
5400 Traffic
5500 Health & Safety (Except Traffic)
5600 Civil Rights
5700 Invasion of Privacy
5800 Smuggling
5900 Election Laws
6000 Antitrust
6100 Tax/Revenue
6200 Conservation
6300 Vagrancy
7300 Miscellaneous Criminal Offense

9600 Terrorism

Appendix E

Procurement of Criminal Records Reporting Material

This appendix is developed to assist the Michigan Criminal Justice Community to obtain the essential material for reporting Criminal History Record Information to Criminal Justice Information Center in a paper environment.

E.1 Authority For Providing Criminal Record Reporting Material

MCL 28.242 Section 2(2) states; “The commanding officer shall provide all reporting officials with forms, numerical identifiers, and instructions which specify in detail the nature of information required, the time it is to be forwarded, the method of classifying, and other matters to facilitate criminal and juvenile history record information and compilation.”

E.2 Materials Which Will Be Provided For Record Building

The following record-building materials will be provided to “reporting officials”:

- State of Michigan Arrest Fingerprint Cards, (RI-7)
- State of Michigan Palm Print Cards, (FSD-24)
- Pre-Addressed Fingerprint Envelopes (RI-28)
- Pre-Addressed Judicial Disposition Reporting Envelopes (RI-35)

E.3 Procedures for Obtaining Record Reporting Materials

- Record reporting materials will be provided to reporting officials at no cost.
- Reporting officials shall complete either an original “Request For State Police Forms,” (ADM-31) or a machine copy of an ADM-31 reproduced from this appendix.
- After identifying the record reporting materials needed, fully complete the ADM-31 and mail this for materials to:

Michigan State Police
Financial Management Section
Headquarters Warehouse
714 South Harrison Road
East Lansing, Michigan 48823

ADM-31 (3/02)
MICHIGAN STATE POLICE**PLEASE ALLOW 60 DAYS FOR DELIVERY**AUTHORITY: 1935 PA 59
COMPLIANCE: Voluntary**REQUEST FOR STATE POLICE FORMS**

Try to limit orders to a 6-month supply. Orders for items with a cost will not be filled unless payment is included. For additional information, call the State Police Distribution Center at (517) 336-6319.

Requisition No. (MSP Use)

Forward the completed order with a check or money order made payable to the "State of Michigan."**Ship to: (Cannot ship to P.O. Boxes)****TO: Michigan State Police
Financial Management Section
714 S. Harrison Road
East Lansing MI 48823****Or fax no cost orders to (517) 333-2755**

QUANTITY ORDERED	COMMODITY NUMBER	ISSUE UNIT	DESCRIPTION	UNIT COST	TOTAL COST
	4831-7129	50/PG	ADM-31 Request for State Police Forms	N/C	
	4831-7209	50/PG	DD-4 Sex Offender Registration	N/C	
	4831-7234	PD	DD-79 Sex Motivated Crime Report (25/PD)	N/C	
	4831-7431	PG	MC-3 Elected Gross Weight Violation Control Sheet 3-Part 50/PG	N/C	
	4831-7362	PG	FSD-20 Blood Alcohol Test Kit Order Form (100/PG)	N/C	
	4831-7365	250/PG	FSD-24 Palm Print Card	N/C	
	4831-7438	5/PG	MC-9 Driver/Equipment Compliance Check (50/PD)	N/C	
	4831-7525	EA	RI-1 MICR Arrest Charge Code	N/C	
	4831-7528	250/PG	RI-7 Prelabeled Arrest Card	N/C	
	4831-7530	250/PG	RI-7 Arrest Card	N/C	
	4831-7531	250/PG	RI-8 Applicant/Personal Fingerprint Card	N/C	
	4831-7532	500/PG	RI-10 Application/License to Purchase A Pistol	N/C	
	4831-7533	325/PG	RI-11 Safety Inspection Certificate	N/C	
	4831-7535	500/BX	RI-28 Fingerprint Envelope	N/C	
	4831-7536	500/BX	RI-35 Judicial Disposition Reporting Envelope	N/C	
	4831-7123	PG	RI-60 Pistol Sales Record (100/PG) (for police agencies only)	N/C	
	4831-7540	5/PG	RI-70 MICR1 Incident Report (100/PD)	N/C	
	4831-7541	5/PG	RI-71 MICR3 Offender Supplement Report (100/PD)	N/C	
	4831-7542	5/PG	RI-72 MICR5 Victim Supplement Report (100/PD)	N/C	
	4831-7543	5/PG	RI-73 MICR7 Arrest Supplement Report (100/PD)	N/C	
	4831-7545	5/PG	RI-74 MICR9 Property Supplement Report (100/PD)	N/C	
	4831-7546	EA	RI-120 MICR Quick Reference	N/C	
	4831-7626	500/BX	UD-9 Traffic Accident Report Envelope	N/C	
	4831-7631	EA	UD-12 Incident Property Book - Plain	\$44.00	
	4831-7727	25/PG	UD-52 Miranda Warning Card (Unlaminated)	N/C	
	4831-7977	100/PG	MSP-200 Basic Pistol Pamphlet	N/C	
	4831-7978	5/PG	MSP-201 Basic Pistol Safety Questionnaire (100/PD)	N/C	
Submit Check or Money Order payable to the "State of Michigan" for:				TOTAL	\$
Unit of Issue Abbreviations: BX = Box, EA = Each, PD = Pad, PG = Package					
THE ABOVE ITEMS ARE THE ONLY ITEMS AVAILABLE FROM THE MSP DISTRIBUTION CENTER FOR DISTRIBUTION TO ENFORCEMENT AGENCIES					
Requestor's Signature/Date		FOR STATE POLICE USE ONLY		Index: 31000	PCA: 31809
		Amount Received	Check	Initials	Date

ADM 31